



CAREER INSTITUTE

CONSOLIDATED CATALOG
2024-2025



2024-25 CATALOG



www.yti.edu

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Effective April 02, 2025

MISSION

Mission

Our MISSION is to:

Support committed students in achieving the technical and professional skills essential for their chosen career through industry-modeled, student- centered education and training.

Vision

Our VISION is to:

Grow our school with quality and integrity, through the collaborative pursuit of excellence by:

- Delivering a high quality, industry-modeled learning environment for students
- Actively supporting our students, our employees, the employers of our graduates, and our communities
- Being recognized as the preeminent career education and training school in our geographic regions, a valuable partner in the communities we serve, and a great place to work

Values

Our VALUES are:

Professionalism

Teamwork

Integrity

Excellence

Trust

Relationships

Accountability

Having Fun

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Campus Names and Addresses

YTI Career Institute – Altoona

3200 Pleasant Valley Boulevard
Suite A
Altoona, PA 16602

Phone: 814-201-2025 or
1-800-458-6706
Fax: 814-201-2208

YTI Career Institute - Lancaster

380 Centerville Road
Lancaster, PA 17601

Phone: 717-295-1100 or
1-800-557-6326
Fax: 717-283-0284

YTI Career Institute – York

1405 Williams Road
York, PA 17402

Phone: 717-757-1100 or
1-800-227-9675
Fax: 959-282-5093

Additional Instructional Locations for the Veterinary Technician Program:

Leg Up Farm

4880 N. Sherman Street
Mt. Wolf, PA 17347

White Oak Farm

White Oak Road
Windsor, PA 17366

Brubaker Farms

439 Musser Road
Mt. Joy, PA 17552

Rights Reserved

YTI Career Institute (YTI) reserves the right, with the approval of the State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania, to add or withdraw any course or program and to make changes in curriculum, tuition, regulation, or any other published information as conditions warrant. YTI has no responsibility for loss or damage to student work, supplies, or any other personal property.

Ownership and Control

YTI Career Institute campuses are owned by York Technical Institute LLC, which is a wholly owned subsidiary of The Porter and Chester Institute, Inc. The campus support offices are located in Rocky Hill, CT and York, PA. The Board Director for The Porter and Chester Institute, Inc. consists of James A. Bologna.

Ethics Hotline

YTI maintains a compliance hotline policy which is intended to cover serious concerns that could have a large impact on YTI, such as actions that:

- May lead to incorrect financial reporting
- Are unlawful
- Are not in line with company policy, including the Code of Business Conduct
- Otherwise amount to serious improper conduct.

The compliance hotline procedure is intended to be used for serious and sensitive issues. Serious concerns relating to financial reporting, sexual violence, unethical or illegal conduct should be reported in one of the following ways:

Toll-free number: (800) 401-8004

Website: www.lighthouse-services.com yti

Email: reports@www.lighthouse-services.com Fax: (215) 689-3885

Reporters to the hotline will have the ability to remain anonymous if they choose. Please note that the information provided by you may be the basis of an internal and or external investigation into the issue you are reporting and your anonymity will be protected to the extent possible by law. However, your identity may become known during the course of the investigation because of the information you have provided. Reports are submitted by Lighthouse to YTI or its designee, and may or may not be investigated at the sole discretion of the company.

YTI Career Institute is committed to the highest possible standards of ethical, moral, and legal business conduct. In conjunction with this commitment and YTI's commitment to transparency, this policy aims to provide an avenue for employees and constituents to raise concerns regarding the administration of Federal Student Aid programs possible violations of institutional or programmatic accreditation standards violations of state regulatory requirements unethical conduct illegal conduct and fraud if they choose to report anonymously. However, if an employee feels that their anonymity is not required then they should follow our existing grievance procedure.

Non-discrimination Policy Equal Opportunity

YTI admits students of any race, religion, age, disability, political affiliation or belief, color, gender, sexual orientation, genetic information or national origin, to all the rights, privileges, and activities generally accorded or made available to students at YTI and does not discriminate on the basis of race, religion, age, disability, political affiliation or belief, color, gender, sexual orientation, genetic information or national origin in administration of its educational policies, admissions policies, loan program, placement services, housing assistance, and other school administered programs.

Title IX Notice of Nondiscrimination

YTI does not discriminate on the basis of sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing such conduct. The following individual has been designated as the Title IX Coordinator by YTI to handle inquiries regarding YTI's Title IX policies, including receiving and responding to information about any incident of sex discrimination:

Randi Wolf
Corporate Director of Institutional Effectiveness and Student Services
1405 Williams Road, York, PA 17402
717-251-4849
Randi.Wolf@yti.edu

For more information please go to our website at <https://yti.edu> about YTI title-ix-compliance

Information regarding sexual discrimination, including sexual harassment or sexual violence, may also be reported by anyone to: U.S. Office for Civil Rights by email at ocr@ed.gov or at the addresses provided at the following website: <http://www2.ed.gov/about/offices/list/OCR/docs/howto.html>

Disability

In furtherance of our nation's commitment to end discrimination on the basis of handicap, and in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1994 (ADA), and all regulations properly issued thereunder to protect the rights of handicapped persons, it is this school's policy that YTI does not discriminate on the basis of disability against any qualified handicapped persons by excluding them from participation in, denying them the benefits of, or otherwise subjecting them to discrimination under, any school program or activity. The following individual has been designated as the ADA Coordinator, for responding to accommodations requests:

Randi Wolf, Director of Institutional Effectiveness and Student Services,
1405 Williams Road, York, PA 17402, 717-251-4849, Randi.Wolf@yti.edu

Communication

Students will receive official communications regarding course grades, notifications, campus activities, information from instructors, and other YTI departments, etc. via their YTI student e-mail account, the Learning Management System and student Portal.

School Delays and Cancellations

In the event of inclement weather, like future employers, our campuses rarely close. For programs with blended learning, if the campus closes, students that have a scheduled lab day on-campus will be expected to participate in online courses instead of attending on-campus labs. Lab classes will be rescheduled as needed and may include a Saturday. Decisions for morning classes will be determined by 5:30 a.m. If a delay has been announced for morning classes and conditions worsen, a final decision on morning class cancellations will be determined by 7:30 a.m. evening classes by 3:30 p.m., and Saturday classes by 7:00 a.m.

Timely notifications will be made through the Rave Alert system. This system will broadcast messages through email, text, phone and social networks to keep students apprised of emergency and non-emergency situations.

Approvals

Pennsylvania Higher Education Assistance Agency (PA) for grants and loans
United States Department of Education for Pell and FSEOG Grants, Federal Work-Study, and Federal Direct Loans
Pennsylvania State Approving Agency for the training of veterans and their qualified dependents using Veterans Administration education benefits
Office of Vocational Rehabilitation (OVR) for the training of OVR clients
Workforce Innovation and Opportunity Act for the training of eligible students
Pennsylvania Department of Labor and Industry for the training of eligible students under the Trade Adjustment Assistance Act (TAA)

FINANCIAL INFORMATION

Cancellation & Refund Policy

1. If the Applicant wishes to cancel enrollment they may do so orally or in writing, within 5 days of the date they signed the Enrollment Agreement,
2. In the event of cancellation, a full refund of any money the Applicant paid the school will be refunded within 30 days.
3. Applicants to residential or hybrid programs who have not visited the school prior to enrollment will have the opportunity to cancel enrollment without penalty (receive a refund of all money paid) within five (5) business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Tuition for the program is as stated on the Enrollment Agreement and there will be no increase in the tuition rates after completion of the Enrollment Agreement. If during the first seven days of the first term, the student withdraws or is dismissed for any reason after starting classes, 100% of the books and supplies charge (Materials Fee) will be refunded when all items received are returned. Books and supplies are non-returnable and non-refundable after this time period.

If the student withdraws or is dismissed for any reason after starting classes but before completion of the term, the Student's enrollment is terminated and the applicable schedule below is used to determine the tuition and fees refund amount. Under the pro-rata term tuition refund schedule, the school retains a pro-rata percentage of tuition up through 60% of the term (based on the number of weeks the Student has been in attendance that term) and refunds the remainder. No portion of the term's tuition or fees is refunded after the Student has completed 60 of the term. The refund computation is based on the last date of actual attendance. (Note: The First Term Refund Schedule applies only to the first period of enrollment. Students who withdraw or are dismissed and then restart or reenroll are considered to be in their Second through Last Term of enrollment.)

See the Addenda for the Refund Calculation for the EFDA program.

Refund Computations for all programs except EFDA (First Term):

<u>First Term Tuition and Fee Refund Schedule if the last date of attendance occurs:</u>	<u>The charge is:</u>	<u>The amount of the tuition refund is:</u>
In the first week (calendar day 1 through 7)	0%	100% of tuition
In the second week (calendar day 8 through 14)	20%	80% of the first term's tuition
In the third week (calendar day 15 through 21)	30%	70% of the first term's tuition
In the fourth week (calendar day 22 through 28)	40%	60% of the first term's tuition
In the fifth week (calendar day 29 through 35)	50%	50% of the first term's tuition
In the sixth week (calendar day 36 through 42)	60%	40% of the first term's tuition
In the seventh through tenth weeks	100%	None

Refund Computations for all programs except EFDA (Second through final terms):

<u>Second through Last Term Tuition and Fee Refund Schedule if the last date of attendance occurs:</u>	<u>The charge is:</u>	<u>The amount of the tuition and fee refund is:</u>
In the first week (calendar day 1 through 7)	10%	92% of tuition
In the second week (calendar day 8 through 14)	20%	80% of the first term's tuition
In the third week (calendar day 15 through 21)	30%	70% of the first term's tuition
In the fourth week (calendar day 22 through 28)	40%	60% of the first term's tuition
In the fifth week (calendar day 29 through 35)	50%	50% of the first term's tuition
In the sixth week (calendar day 36 through 42)	60%	40% of the first term's tuition
In the seventh through tenth weeks	100%	None

This Refund Policy is used to calculate the refund of institutional charges. Any refund of institutional charges is credited to the student's account within 30 days of determining the student is no longer enrolled. Students who receive federal student aid are also subject to the Federal Return to Title IV (R2T4) Policy. This separate Return of Title IV Funds calculation is performed to determine the amount of federal aid that must be returned to the federal government by the school and the student. This policy calculates the amount of federal financial assistance the Student has earned based on the percentage of the term (or payment period) the student completed up to the 60 point in time.

See the Federal Return to Title IV (R2T4) Policy in the catalog for information on calculating federal refunds when a student withdraws or is dismissed. Returning funds (within 45 days of determination) as required by this policy could result in the student owing a balance to the school. Unearned TA funds are refunded on the same proportional basis through at least the 60 percent portion of the period for which the funds were provided as is used for Title IV funds.

Students are responsible for the portion of the term's tuition charge remaining after the tuition refund is credited, the applicable portion of the Technology and Materials Fees and any other fees (e.g. NSF bank fees) which they have incurred. Student payments, earned federal student aid, and other funding sources are first used to satisfy these outstanding charges before any refund is issued.

If the student's total payments are more than the total amount owed, the excess will be refunded within 30 days of the date of determination of the student's withdrawal or dismissal. (The Date of Determination is the date of dismissal, or date the student notified the school of their withdrawal or 14 days after the last date of attendance if no notification of withdrawal was provided by the student.) Institutional refunds are made to payment sources in the following order: institutional loans and grants, Nutmeg loans, Direct Unsubsidized Loans, Direct Subsidized Loans, PLUS Loans, Private Education Loans, Agency Sponsorship, Pell Grants, FSEOG, other grants or scholarships, and the Student.

If the student's total payments are less than the total amount owed, he she is responsible for paying the balance. (Student's total payments means all funds from all sources credited to the student's account minus any funds returned to the federal student aid programs under the R2T4 calculation.) This amount is payable in full at the time of termination, unless the Student has arranged for installments. Six-percent annual interest applies to any money owed the school that is not collected within sixty days of the student's last day of attendance. If the Student fails to make payment, the school will take the legal action necessary to collect the money due, and the student will be responsible for payment of any attorney s fees or other costs incurred by the school in collecting the money owed to it by the student. The student's performance in satisfying any obligation owed to the school may be reported to one or more credit bureaus.

Federal Return of Title IV Funds Policy

A student must contact the Registrar, Program Director, or Program Coordinator to officially withdraw from YTI. If a student withdraws or is dismissed from YTI, YTI and or the student may be required to return a portion of the federal financial aid received.

If a student leaves YTI prior to completing 60% of a payment period (quarter), YTI recalculates the student's eligibility for Title IV funds. Recalculation is based on the percentage of aid that has been earned using the Federal Return to Title IV Funds (R2T4) formula. This formula basically calls for proration of aid based on the time the student attended school. The last day of recorded attendance is the withdrawal date for this calculation. Once a student completes 60% of a term, all Title IV funds are earned, and no R2T4 calculation is required.

In the R2T4 formula, the percentage of the payment period completed is equal to the number of days completed in the quarter (up to the withdrawal date) divided by the total days in the quarter. Any break of five days or more is not counted as part of the days in the payment period. This percentage of the payment period completed is equal to the percentage of aid that has been earned. If the student earned less federal aid than the aid that was disbursed, YTI would be required to return a portion of the funds to the Federal government. The portion of funds the YTI would be required to return is equal to the lesser of: 1) institutional charges multiplied by the unearned percentage of the student's federal funds, or 2) the entire amount of unearned funds. Funds which YTI is required to return will be restored to the Title IV programs in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)
6. Other Federal Aid Programs

Unearned federal aid is returned within 30 calendar days of the date YTI is aware the student is no longer enrolled.

If the student received some Title IV funds as a stipend for living expenses, the student may be required to return a portion of the funds, in addition to what the school returns. Students will repay any loan funds required to be returned according to the terms of the promissory note. The amount of grant overpayment due from the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds which were disbursed or could have been disbursed. If possible, YTI will return grant overpayments on the student's behalf. If the student is required to return federal grant aid, the student is considered to be in overpayment and thus ineligible for any additional federal aid until that amount is repaid. YTI will notify a student who owes an overpayment within thirty days of determining the student withdrew.

If the student earned more federal aid than was disbursed, the student may be entitled to a post-withdrawal disbursement (PWD). Any grant PWD will be credited directly to the student's account to pay any outstanding charges any remaining amount will be offered to the student or parent borrower. But if the post-withdrawal disbursement consists of loan funds, students must accept or decline those funds. (It may be in the student's best interest to decline the funds, if they do not wish to incur additional debt.)

There are some FSA funds that a student might be scheduled to receive that they cannot earn because of eligibility requirements. For instance, if a first-time borrower, and has not completed the first 30 days of their program (before withdrawing) they will not earn any of the Direct Loan funds which they would have received if they had remained in school past the 30th day of the quarter.

Keep in mind that the requirements for returning FSA program funds (when you withdraw) are separate from the YTI refund policy. Also, funds will be returned to other financial aid programs in accordance with the funding source's refund policies or YTI's refund policy, whichever applies.

The Educational Funding office can research any questions you have and provide you with requirements and procedures to officially withdraw from school. A withdrawn or dismissed student receives a written notice of any loan funds returned by YTI and an invoice for any balance owed to YTI.

Copies of this policy, and examples of R2T4 calculations, are available from the campus Educational Funding office.

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Educational Funding (Financial Aid)

While the primary responsibility of paying for an education rests with the student and his or her family, the Educational Funding office at YTI is dedicated to making the cost of education more affordable for students who might not otherwise be able to attend.

Financial assistance comes from many sources - federal and state governments, private organizations, and YTI. Financial assistance may include scholarships, grants, work- study employment or loans. Most financial assistance is awarded based on the student's financial need.

All new students are referred to www.studentaid.ed.gov and www.finaid.org, informational websites that detail the key questions to ask when choosing a school and the typical issues surrounding transferability of credit and the student protection website.

How to Apply for Federal Financial Aid

Students must complete the Free Application for Federal Student Aid (FAFSA). Data from the FAFSA is used in a formula established by the U.S. Congress to determine the student's Student Aid Index(SAI) and, ultimately, financial need.

Based on EFC, YTI creates a financial aid package to assist students in meeting the cost of their education.

Application Tips:

- Complete, sign, and return applications and paperwork in a timely manner.

- Gather applicable tax returns and other income documents before beginning the application process.

- Contact YTI's Educational Funding Specialists for guidance on completing all financial aid applications and paperwork.

Financial Assistance Programs:

Grants & Scholarship Programs

Grant and scholarship funds are gift aid and do not need to be repaid. Scholarships are generally awarded based on merit. Grants are typically awarded based on financial need, school costs, and the student's enrollment status.

Federal Pell Grant

- Maximum award for 2024-25 is \$7,395

- Minimum award for 2024-25 is \$740

- Grant amounts are determined by the federal government based on the Student Aid Index (SAI) and other student specific data.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Maximum award for 2024-25 is \$1200

Recipients must be receiving a Pell grant, and priority is given to those students with the with an SAI of (-1500) - 0.

FSEOG funds are limited, and are awarded on a first come, first serve basis until the funds are exhausted.

Pennsylvania Higher Education Assistance Agency (PA) Grant

(ONLY available for some 21-month programs):

Maximum award for 2024-25 is \$5,750.

Grant amounts are determined by the Commonwealth of Pennsylvania based on financial need.

Available only to residents of Pennsylvania.

Separate forms are required to be submitted to PHEAA in accordance with PA State Grant deadlines.

Pennsylvania Higher Education Assistance Agency PA TIP Program (Targeted Industry Program)

(ONLY available for certain diploma programs):

Maximum award for 2024-25 is \$5,750

Grant amounts are determined by the Commonwealth of Pennsylvania based on financial need.

Available only to residents of Pennsylvania.

Separate form is required to be submitted to PHEAA in accordance with PA TIP deadlines.

Imagine America Scholarships

YTI (Lancaster and York) participate in the Imagine America scholarship program. In 2024-25 this constitutes the Imagine America High School Scholarship for graduating high school students, Military Award Program for current and former military, and Adult Skills Education Program for adults returning to school. Details are available on our website and from the Admissions and Educational Funding offices.

Scholarships - YTI Career Institute-Lancaster

YTI offers Beacon scholarships to high school seniors that have applied for any program offered at YTI Career Institute- Lancaster.

Scholarships increments include:

- one full (100) tuition scholarships
- two half (50) tuition scholarships
- five quarter (25) tuition scholarships

Interested candidates write an essay on why they have chosen their particular career path. A scholarship committee will determine the scholarship recipients.

Scholarships - YTI Career Institute-York

YTI offers Beacon scholarships to high school seniors that have applied for any program offered at YTI Career Institute-York.

Scholarships increments include:

- one full (100) tuition scholarships
- two half (50) tuition scholarships
- five quarter (25) tuition scholarships

Interested candidates write an essay on why they have chosen their particular career path. A scholarship committee will determine the scholarship recipients.

YTI Career Institute-York also offers two half (50) tuition Trades Scholarships to high school seniors that have applied for any of the trades program offered at YTI Career Institute- York. Interested candidates write an essay on why they have chosen their particular career path. A scholarship committee will determine the scholarship recipients.

William D. Ford Federal Direct Loan Program

Federal loan funds must be repaid. If eligible, both the student and parent can borrow loan funds. While some loans are need-based, others are not, and can be awarded to otherwise eligible borrowers regardless of income.

To be considered for Federal Direct Loans or Federal Direct PLUS Loans you must complete the Free Application for Federal Student Aid (FAFSA).

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are based on financial need as well as annual and aggregate loan limits. This type of federal self-help aid must be repaid with interest. To be eligible, students must be attending at least half-time, meet all basic federal eligibility criteria, have demonstrated financial need and must not be in default on any prior federal student loans or owe a repayment on a federal grant. The interest rate for Federal Direct Subsidized Loans is fixed and for new loans disbursed between July 1, 2024 and June 30, 2025, the interest rate is 6.53%. The U.S. Department of Education pays the interest.

While a borrower is in school and during eligible periods of deferment. Borrowers are responsible for interest that begins to accrue during the grace period of the loan.

Borrowers may, but are not required to make interest payments during the grace period however any unpaid interest will be added (capitalized) to the principal amount of the loan when the grace period ends. Repayment on the loan begins six months after graduation or when the student ceases to be enrolled at least half time.

Available to eligible student borrowers with financial need.

Maximum annual award for a first year student is \$3,500.

Maximum annual award for a second year student is \$4,500.

Maximum annual award for a third year student is \$5,500.

Federal Direct Unsubsidized Loan

Federal Direct Unsubsidized Loans are based upon annual and aggregate loan limits and financial need is not required. To be eligible, students must be attending at least half-time, meet all basic federal eligibility criteria, and not be in default on any prior federal student loans or owe a repayment on a federal grant. This type of federal self-help aid must be repaid with interest, which begins to accrue upon the first disbursement of the loan. The interest rate for Unsubsidized Federal Direct Loans is fixed and for new loans disbursed between July 1, 2024 and June 30, 2025, the interest rate is 6.53%

and the borrower is responsible for all accrued interest. Borrowers may, but are not required to make interest payments while in school or during the grace period. However, any unpaid interest will be added (capitalized) to the principal amount of the loan when the grace period ends. Repayment on the loan begins six months after graduation or when the student ceases to be enrolled at least half time. In addition to the annual unsubsidized loan awards listed below, a student who did not have enough financial need to qualify for the annual subsidized award limit in the preceding paragraph can borrow that amount as an unsubsidized loan.

Available to all eligible student borrowers.

Maximum annual award for a first year, dependent student is \$2,000.

Maximum annual award for a first year independent student or a dependent student whose parent has been denied a PLUS Loan is \$6,000.

Maximum annual award for a second year, dependent student is \$2,000.

Maximum annual award for a second year independent student or a dependent student whose parent has been denied a PLUS Loan is \$6,000.

Maximum annual award for a third year, dependent student is \$2,000.

Maximum annual award for a third year independent student or a dependent student whose parent has been denied a PLUS Loan is \$7,000.

Federal Direct PLUS Loan

The Federal Direct PLUS loan is a source of loan funding for the parent to borrow on behalf of their dependent students. This is a loan that must be repaid. Financial need is not required, but an acceptable credit history is, and this loan is unsubsidized. The interest rate is fixed and for new PLUS loans disbursed between July 1, 2024 and June 30, 2025 the interest rate is 9.08% and the Parent Borrower is responsible for all interest accrued on the loan. The repayment period for a Direct PLUS Loan begins at the time the PLUS loan is fully disbursed by YTI to the student's account, and the first payment is due within 60 days after the final disbursement. However, the parent borrower may opt to defer beginning repayment until their student graduates or leaves school.

Eligible students must:

- meet all basic federal eligibility criteria
- be enrolled at least half time
- not be in default on any prior federal student loans or owe a repayment on a federal grant

Eligible parents:

- Must be US citizens or permanent residents
- Must not be in default on a federal student loan
- Must have an acceptable credit history

The maximum amount that the parent may borrow under the Federal PLUS loan program, is Cost of Attendance minus any other aid (scholarships, grants, loans, waivers, etc.) received by the student.

Master Promissory Note

All student and parent borrowers must sign a Master Promissory Note (MPN). By completing and signing the MPN, the borrower is promising to repay all student loans made under the note. An MPN expires ten years after the note is signed, so most YTI student and parent borrowers will need to sign only one MPN for all federal loans received for attendance at YTI. An MPN is revoked if a disbursement is not made within one year of the MPN being signed.

Federal Student Loan Entrance Counseling

To help learn how to manage educational expenses, before receiving a student loan, borrowers must complete an entrance counseling session. The quick and easy interactive counseling session from the federal government provides useful tips and tools to help you develop a budget for managing your educational expenses and helps you to understand your loan responsibilities. Visit www.studentloans.gov for more information about student loans and to complete Entrance Counseling.

Federal Student Loan Exit Counseling

The federal government wants students to understand their rights, responsibilities, and service obligations in regard to their student loans.

Prior to graduating or leaving school, Federal Direct Loan borrowers must complete exit counseling. Exit counseling is available on www.studentloans.gov or by meeting with an Educational Funding Specialist. Direct Loan Counseling will explain your rights and responsibilities as a Direct Loan borrower.

Federal Work-Study Programs

YTI is currently not participating in this Title IV program.

Other Sources of Assistance

There are many other sources of financial assistance available to students who meet specific eligibility criteria. Sources vary from year to year depending on the sponsor organization or agency. Credit based private education loans, including the PA Forward loans through PHEAA and the Nutmeg Education Loan, are also an option. YTI can provide the Private Education Loan Applicant Self-Certification form upon request. Additional information is available from YTI's Educational Funding Specialists.

Agency Funded Students

Students eligible for agency funding should be aware of and understand the requirements of complying with agency and YTI's policy regarding attendance and academic requirements in order to receive and maintain funding. Additional information can be obtained through the YTI Educational Funding Office or through the agency.

Veterans

Students eligible for Veterans educational benefits should be aware of and understand the necessity of complying with all school policies regarding attendance and academic achievement in order to continue receiving benefits. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at <https://www.benefits.va.gov/gibill>

Cost of Attendance

A key component in determining a student's financial need is the Cost of Attendance. For federal student aid purposes, postsecondary institutions must estimate a student's total cost of attending the institution for a specified period of time, as established by law. The Cost of Attendance budget is set by YTI and includes direct costs (tuition and fees - with books and supplies included in the fees) and indirect costs (an allowance for room and board,

transportation, dependent care (if applicable) disability related expenses (if applicable), and some miscellaneous personal expenses). Budgets are created for different categories of students based on program of study and living arrangements. Below is YTI's estimate of a student's cost of attendance, including estimated living expenses, for all programs at all campuses:

Expenses	Student Living with Parents	Student Not Living with Parents
Tuition and Fees	Actual (catalog page 60-64)	Actual (see page 60-64)
Books and Equipment	Included in the Materials Fee (catalog page 63-64)	Included in the Materials Fee (catalog page 63-64)
Room and Board	\$832 month	\$1448 month
Personal Expenses	\$212 month	\$324 month
Transportation	\$348 month	\$348 month
Loan Fees (other)	\$25 month	\$25 per month
Disability Costs	Actual	Actual

Definition of an Academic Year

YTI defines an academic year as one which contains a minimum of 30 weeks of instructional time (three 10-week quarters). The academic year requires that, during such minimum period of instruction, a full-time student is expected to complete at least 36 quarter credits. Full-time attendance is 12 or more credits, three-quarter time attendance is 9-11 credits, Half- time attendance is 6-8 credits and less than half-time attendance is less than 6 credits per quarter. For awarding aid in diploma programs, enrollment in federal credit hours is used.

Grade Level Progression

A student's grade level is used to determine loan eligibility and is based on the number of credits the student has earned. The following chart is used to determine grade level progression:

First Year Loan Eligibility 0-36 credits earned

Second Year Loan Eligibility 37-72 credits earned

Third Year Loan Eligibility 73 or more credits earned

Tuition Charge for Repeat Courses

A student shall be granted one free attempt of a failed course as long as there is no break in enrollment. If student should fail the course again, student will be charged for the credits for the third attempt. Repeat charges will be calculated as follows: total tuition of the

program as per the enrollment agreement divided by the total credits of the program times the number of credits for the repeated course.

No course may be attempted more than three times.

Students will be responsible for any additional books and supply charges associated with a course repeat.

Financial Progress

Students must satisfy all financial obligations to YTI prior to the last day of the term. It is expected that the student will comply by providing all necessary requested information and or forms. Also, if monthly payments are budgeted, they are to be submitted on or before the statement due date to maintain satisfactory financial progress.

If a student fails to meet his or her financial obligations, he or she will receive a warning. If the financial situation is not satisfied, the student will be placed on Financial Probation. This could include suspension of the student's access to Canvas, the school's Learning Management System (LMS) and removal from on-campus labs. Should the terms and conditions of the probation not be met by the suspension deadline, the student will be dismissed. The student may appeal his or her dismissal by submitting a written request to the Financial Appeals Board.

Veteran's Benefits and Transition Act of 2018

YTI will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual* borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

A **Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.*

Covered individuals are permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33. A certificate of eligibility can also include a Statement of Benefits obtained from the Department of Veterans Affairs' (VA) website eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

ACADEMIC INFORMATION

Academic Calendar/Schedule *(See the Addenda for the EFDA Academic Calendar)*

YTI begins new classes in Winter, Spring, Summer I, Summer II, and Fall of each year. YTI observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

Hybrid programs have two lab shifts available (day and evening) and lecture and lab classes typically require 25-30 hours of educational work per week.

Online programs typically require 25-30 hours of educational work per week.

Residential programs (when offered) typically require 25-30 hours of educational work per week.

YTI Calendar

	Starting Dates	Ending Dates
Winter Quarter	January 6, 2025	March 14, 2025
Spring Quarter	March 17, 2025	May 23, 2025
Summer I Quarter	May 26, 2025	August 8, 2025
Summer II Quarter	August 11, 2025	October 17, 2025
Fall Quarter	October 20, 2025	January 2, 2026
Winter Quarter	January 5, 2026	March 13, 2026
Spring Quarter	March 16, 2026	May 22, 2026

YTI Break Schedule *(See the Addenda for the EFDA Break Schedule)*

Martin Luther King Day	January 20, 2025
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
Summer Break	June 28, 2025 - July 6, 2025
Labor Day	September 1, 2025
Thanksgiving	November 27-28, 2025
Holiday Break	December 20, 2025 - December 28, 2025
Martin Luther King Day	January 19, 2026
Memorial Day	May 25, 2026
Independence Day	July 4, 2026
Summer Break	June 27, 2026 - July 5, 2026

Grading System

The following scale defines grades earned for all programs except HVACR, MBC, and Vet Tech. See the HVACR, MBC and Vet Tech program pages for the grading scales for those programs.

GRADE		DEFINITION
A	4 points	Excellent (90 - 100)
B	3 points	Above Average (80 - 89)
C	2 points	Average (70 - 79)
D	1 point	Passing (60 - 69)
F	0 points	Failure (less than 60)
I (Incomplete)	0 points	Interim grade while student completes missing work
W (Withdrawn)	0 points	Course grade assigned when a student withdraws from the Institute prior to completing the course

Grade Reports

A grade report is a current record of a student's academic progress. Grade reports are distributed to the student Portal after the conclusion of a term.

If a student believes there is a discrepancy with a grade, he or she should see the instructor of the course in question within 21 days of the end of the term. If it is determined that a grade change is necessary, the instructor will forward a request for grade change to the Registrar's office. The Registrar will issue a corrected student grade report.

Honors & Awards

Student of the Term

Student of the Term will be selected by the faculty and awarded to a student in each class of every program at the end of each term. Criteria for the student of the term are as follows:

The student will adhere to the student policies, especially in regard to achievement, attendance, and dress.

The student will maintain a B' average or higher in his or her program.

The student will demonstrate a willing and enthusiastic cooperation towards others, motivate people, and be willing to assist fellow students.

The student will conduct himself or herself in a professional manner conducive to a work school environment and show respect to staff and peers.

The student will show enthusiasm in regards to YTI, the staff, and his or her peers.

The student believes that it is attitude not aptitude that will determine altitude.

Honor Roll

To be considered for the honor roll, a student must be active for at least two (2) terms, and have maintained a 3.7 GPA or higher and maintained a 95 or higher attendance rate.

Graduation Honors and Awards

Graduation Honors and Awards are acknowledged with recognition and a certificate at graduation. Academic Honors are earned by graduates who complete their education with a cumulative grade point average of 3.7 or above. Distinguished Academic Honors are earned by graduates who complete their education with a grade point average of 4.0.

President's Award

The President's Award is given to a graduate who has demonstrated superior commitment, enthusiasm, and leadership while attending YTI Career Institute.

Faculty Awards

Faculty Awards are awarded at graduation. The recipients are selected by the faculty. Award categories and selection criteria are dependent upon the campus and program.

Alpha Beta Kappa National Honor Society

YTI Career Institute- Altoona, YTI Career Institute- Lancaster, and YTI Career Institute- York hold a charter of chapter for Alpha Beta Kappa. The purpose of the Society is to encourage and recognize superior student academic achievement, character, and leadership.

Curriculum Content

A description of the content of the Program in which a student plans to enroll is contained in this catalog. This description is intended only as a characterization of the course materials the Program will contain. YTI Career Institute continuously improves its programs. This means specific course subject matter may be shortened, lengthened, added or completely replaced without prior notice.

Program Availability

Not all programs are taught at all campuses. Not all program shifts (Day, Evening) are available for all programs. Not all delivery methods (residential, hybrid, online) are available for all programs. YTI Career Institute reserves the right to add or discontinue programs, program shifts or delivery methods at any time, which could affect students needing to repeat failed coursework.

Credit Hour Calculation

The Accrediting Commission of Career Schools and Colleges (ACCSC) defines one quarter credit hour as equaling 30 units composed of the following academic activities:

- One clock hour in a didactic learning environment 2 units
- One clock hour in a supervised laboratory environment 1.5 units
- One hour of externship 1 unit
- One hour of out-of-class work and or preparation 0.5 unit

Class Size

Class size will vary throughout the programs. See individual program of study pages for specific program class sizes.

Minimum Outside Work

Students of all programs further their educational and training experience at YTI Career Institute through activities that take place outside of the classroom. Outside of class activities supplement the in-house activities to expose the students to the real world, reinforce application and concepts, and apply students' knowledge and applications. The minimum amount of Outside Work assigned is outlined on the course syllabi. Completion of these activities will be monitored and subject to periodic checks by the faculty.

These activities may include, but are not limited to:

Field Projects	Informational Interviews
Independent Field Trips	Reading Assignments
Current Events	Homework
Research Projects	Simulation Projects
Study Guides Student Workbooks	Flashcards
Community Outreach Projects	Portfolio Projects
Independent Lab Activities	Study Review Activities

Externship

Many programs require an externship experience prior to graduation. The Career Services Advisors are responsible for assisting with identifying appropriate businesses and offices for students' externship sites. However, students are also encouraged to investigate and identify prospective sites for their own externship experience. Externship sites may be located within a 60 mile radius of the school. All sites are approved by the Career Services Department and the Career Services Advisors work with students to coordinate this activity. Typically, students on externship assignments are not compensated. The externship assignment may entail a morning, afternoon or evening schedules that may include weekdays and or weekends. If a student is dismissed from an externship site for cause, or abandons their site without cause, they will fail the Externship course and be dismissed from their program.

Clinical for the Respiratory Therapy Program

YTI-Altoona is affiliated with various clinical sites. The institution will select and assign the clinical sites to the student. Each student will be required to travel to the various sites to participate and successfully complete various clinical functions. Clinical sites may be within a 60 mile radius of the school or student's location. The student will adhere to clinical rules, confidentiality policies, attendance, and other specific policies as designated by the sites. Students are responsible for their own travel expenses and transportation to and from clinical sites. The days of the week and amount of hours per day at clinical may vary, including the possibility of, but not limited to, 6, 8, or 12 hour shifts. Furthermore, some clinical rotation sites may require background checks, finger printing, drug tests, additional vaccinations and or medical insurance and proof of insurance must be submitted prior to rotation. Any and all healthcare expenses incurred while at a clinical site are the student's personal responsibility. Students will need to purchase scrubs, which meet their clinical site's requirements, and a stethoscope prior to beginning clinical rotations. Students on clinical assignments are not compensated.

Definition of Instructional Hour

An instructional hour is defined as a minimum of 50 minutes of instruction in a 60-minute period of time.

Instructor Scheduling

In order to expose students to a variety of experiences and teaching styles, students will have multiple instructors throughout their program.

Learning Resource Center

The mission of the Learning Resource Center is to provide the information, services, and resources required to meet the needs of the students, faculty, educational programs, and institutional objectives of YTI. The Learning Resource Center facilitates the educational goals and objectives by providing instructional support, resources and programs to enhance and supplement classroom instruction.

The LRC is an integral part of the total YTI learning environment and is committed to the development of literacy and information skills that foster lifelong learning. Professional staff is available to assist students and faculty in the use of information resources including print, multi-media, and electronic sources. The LRC provides access to over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. The collection includes databases from Proquest, Proquest eBook Central, Books in Print, and Proquest Nursing and Allied Health. Students can access all electronic resources at any YTI student computer or off campus via password authentication.

Education Support Services

Students needing assistance in basic academic skills such as reading comprehension, writing, computer basics, and note taking techniques, memory strategies, math, and successful test taking should contact the Learning Resource Coordinator through the link in the Learning Management System (LMS). Individual and small group tutoring is available prior to the start of school. The Learning Resource Coordinator is also available to provide help with basic skills while students are enrolled at YTI. Students may sign up for an appointment by visiting the LRS page in the Learning Management System (LMS). and filling out a tutoring request form.

Training Activities

Periodically, activities that supplement classroom instruction (plant tours, visits to trade shows, equipment demonstrations, guest speakers, etc.) are made available. Off-campus activities will require a signed liability waiver by students.

Career Awareness is a series of activities designed to heighten the student's awareness of the career field and the associated realities. These activities are incorporated into each term of the student's educational experience. Example activities may include, but are not limited to: shadowing, employer research reports, informational interviews, company visitations, and field trips.

Transcripts

A transcript is an official documented record of the educational work of a student. The transcript lists subjects studied, grades received, enrollment date range, and school status of the student. Official transcripts are issued by the office of the Registrar to third parties upon written request from the student. Only Unofficial transcripts are issued directly to students. Transcript requests may be made for the following reasons: submission to other institutions of higher education for the purpose of transfer of credits, certification to an employer summarizing a student's enrollment and academic progress, or replacing a lost transcript of the graduate.

To obtain a transcript, students or graduates must request it via the Transcript Request link under Career Services on the YTI Career Institute web site. The request must include the name and address of the third party to whom the transcript should be sent, the appropriate fee as indicated by the order web site (Parchment) and four weeks' processing time. No transcript, official or unofficial, will be released if the student owes paperwork to Career Services, owes a balance to the Institute or is delinquent on their institutional loan payments. Transcript response time could exceed four weeks if the student must first bring their account up-to-date.

Transfer of Credit Hours to Other Educational Institutions

All post-secondary, higher education institutions reserve the right to determine which credits they will accept from another institution. Other career education schools that are accredited by ACCSC or other national accrediting organizations are more likely to accept YTI credit hours for transfer. Post-secondary education institutions with regional accreditation for the issuance of academic degrees are less likely to accept YTI credits hours for transfer.

A credit hour is a unit of academic measure, not necessarily an indicator of transferability of credit. The receiving institute, rather than the training institution, decides whether to accept credits for transfer.

Tutoring

Faculty and staff are available for tutoring assistance. Arrangements for tutoring should be made with the instructor.

Leave of Absence

If the student encounters an emergency that will require being absent for more than 14 days (medical reasons affecting the student or a member of student's immediate family, military service requirements, work requirements or jury duty, etc.) the student must submit a written request for a Leave of Absence to the Campus Director of Operations and Education for consideration. Leaves of Absences cannot exceed 180 calendar days within a 12 month period, including if multiple leaves are approved.

Withdrawal

A student must contact the Program Director, Program Coordinator or Campus Director of Operations and Education (CDOE) to officially withdraw from YTI. If a student is absent for fourteen (14) consecutive calendar days, or fails to return from an approved Leave of Absence, he or she will automatically be processed as an unofficial withdrawal. Students will also be withdrawn if they have failed coursework which makes it impossible for the student to complete the program within 150% of the program length.

Military Withdrawal and Readmission

A student withdrawing because of military service will be assigned a status of military withdrawal. Upon seeking readmission, such students will be reinstated in the same program, in the same courses, with the same academic status they had at the time of withdrawal. (Students wishing to refresh on material prior to returning to their program may audit previously passed courses at no charge, until ready to reenter the term they were in when they withdrew.) Returning military withdrawal students will be charged the tuition rate that was in effect at the time that they were forced to interrupt their enrollment for military service.

STUDENT SERVICES

Advising

Academic

Faculty advises students regarding their academic standing in each course. The Program Director or Coordinator consults with students who do not achieve satisfactory academic progress for the term. The student is then placed on probation.

Attendance

Attendance advising is the responsibility of the instructors and the Program Director or Coordinator. Students are expected to attend all scheduled classes. In the uncontrollable event of being absent, it is expected, and the responsibility of the student, to contact their Program Director or Coordinator.

Career

Instructors and the Program Directors or Coordinators provide career advising as well as the Career Services Advisors. Successful job employment is the result of cooperative team effort between the graduate and the staff of YTI. The job search begins not on the day of graduation, but on the day of the student's enrollment.

Student Loan Management

The Educational Funding Specialist provides students the links to electronic entrance loan counseling, which reviews the rights and responsibilities of borrowing Federal Direct Loans and encourages responsible borrowing practices with the student. Prior to the completion of the student's program, YTI requires that students complete electronic and or in-person exit loan counseling. Exit counseling explains the repayment options and requirements of the Federal Direct Loan program or private loans if applicable. Post-graduation, the Loan Management Specialist is available to answer student's questions about their Federal loans and to help them reach their Loan Servicers for direct assistance with their loans.

Financial Aid

Each incoming student meets with an Educational Funding Specialist to complete a financial plan. If a student's financial or family situation changes, they are encouraged to meet with the Educational Funding department to determine if adjustments to their financial plan are warranted or possible. Students may meet with the Educational Funding Department, if needed, to submit a FAFSA for their second or third academic year or review their current financial plan.

Record Keeping

Students may access their attendance records and grades at any time via the Student Portal.

An electronic file is created for each student and includes, but is not limited, to the following: application for admission, enrollment agreement, and at least one of the following: high school transcript or diploma high school equivalency diploma or transcript (e.g. based on GED, HiSET or similar testing), home school credentials which meet state requirements, or college transcript or diploma showing the degree earned.

As the student progresses, any pertinent information is added to the file, including but not limited to, student information sheet, emergency information sheet, photo field trip release form, student contact sheets, Appeals Board results (including probation letters), student ledger card, student transcript, copies of student status verification letters, copies of items the student requests be included in the current file, and student advising notes.

Health Care

Students are responsible for decisions and cost regarding their own medical treatment. Medical claims should be submitted to their own insurance companies. YTI assumes no obligation or liability for medical expenses on behalf of students.

Childcare Services

Many students who attend YTI may need to find child care during school and work times. The Student Services Department offers resource assistance to students in helping them locate child care providers and programs in surrounding areas.

The Student Services Department serves as a referral agency only and does not approve or endorse child care providers or facilities.

Food Service

YTI offers snack and vending machines for student use in the student lounge. The lounge is additionally equipped with microwave ovens for student use, either with purchased items or items brought from home.

Housing Assistance

The Student Services Department provides resources to students seeking housing during their matriculation at YTI. Off-campus residences are designated as independent student housing. This designation means that YTI does not approve or recommend residences off-campus. The Student Services Department serves as a referral agency only, collecting data on independent student housing opportunities, preparing periodic lists, and providing other useful information to students. Students interested in receiving housing information should contact the Student Services Department.

Personal Counseling Services

YTI recognizes that a wide range of problems not directly associated with one's academic pursuits can have an adverse effect on a student's classroom performance and behavior. Many problems can be successfully treated if identified early, and a referral made to those skilled in dealing with them, whether the problem is one of physical illness, mental or emotional stress, finances, alcoholism, drug abuse, marital family stress, legal problems, or other difficulties. YTI maintains a contractual relationship with Virtual Counselor/College Telehealth Services to provide students with such assistance.

Members of the Student Services Department are available to meet with students who wish to take advantage of Virtual Counselor/College Telehealth services. Likewise, members of the faculty and staff are encouraged to provide referrals for students whom they perceive to be at risk or in need of assistance. Referrals and subsequent support for emotional or personal counseling are strictly confidential. No information is released to YTI. Access to College Telehealth Services is provided free of charge to enrolled YTI students for three sessions. Additional sessions may be available to the student at their own cost.

Online Student Therapy | College Telehealth | Virtual Counselor

Student Activities & Organizations

Students who participate in extracurricular activities are more likely to succeed at both personal and professional goals, develop leadership skills, form lasting friendships with peers, and learn more about a chosen career field. The Student Services Department works to deliver a comprehensive activities program that encourages student participation in events, clubs and organizations related to both their professional and personal interests.

Part-time Jobs

Part-time job search resources are available to students at YTI. The Student Services Department assists students by sharing appropriate employment opportunities within the surrounding areas. Part-time work can help students meet financial obligations and provide valuable work experiences.

The Student Services Department can be contacted in person, by telephone, or by email or via the link in the LMS.

Identification Badges/Cards

Student identification badges cards must be worn at all times. The ID badge allows student access into the building. Students are not to use their identification badge to allow others, including fellow students or faculty, access to the facilities. Each student, faculty and staff person should use their own assigned identification badge to gain access to the facilities.

Lost or stolen YTI issued identification badges should be reported to the Student Services Department. Student Services will issue a new badge at the replacement fee of \$10.00. YTI is not responsible for any loss or expense resulting from the loss, theft, or misuse of this badge. If a badge is found, please return to YTI Career Institute, 1405 Williams Road, York, PA 17402.

All visitors must report to the front desk for admittance to the building.

Tuition and Fees

The staff in the Educational Funding department help students assess their financial resources and determine what best suits each student's situation. All students are encouraged to apply for federal financial aid. If the federal financial aid will not enable the student to cover all educational costs, YTI will assist the student to locate other alternative sources of educational funding. Educational funding may be from federal, state, institutional or private sources in the form of loans, grants, scholarships or benefits.

After deducting all anticipated educational funding from the total charges for each term, any balance due to the Institute must be paid by the student out-of-pocket prior to the start of each term. Or, the student may request a monthly payment plan. The first payment on a monthly payment plan is due prior to the start of the first term. Please note that this extension of credit will not be extended to re-enrolling students with a prior history of payment delinquency; such students must pay their balance due after educational funding prior to the start of each term.

If a student receives additional educational funding after starting school, the student's personal out-of-pocket balance may be reduced.

If, for any reason, a student is not eligible to receive the anticipated educational funding scheduled for the current or future terms, the student is responsible for paying, out-of-pocket, on the due date set by the Institute, the balance of the tuition charges which would have been paid by the lost educational funding.

For those students who are not interested in applying for federal financial aid or any other source of educational funding, payment of the Materials Fee and Technology Fee is due prior to the start of classes. Tuition for each term, and any lab or externship fees must be paid prior to the start of the term, including the first term's tuition charge which must be paid prior to class start.

CAREER SERVICES

Graduate Employment Assistance

Employment assistance is available from the Career Services staff. Successful employment is the result of a cooperative team effort between the individual graduate and the staff of YTI. The job search begins, not on the day of graduation, but on the day of a student's enrollment.

Students are prepared for the job search through career awareness, professional preparation, and a series of required workshops and seminars. All students are expected to attend and participate in these seminars as assigned. Failure to complete and submit Career Services assignments is a violation of the professionalism expectations the Institute holds for students and can lead to disciplinary actions including warning, probation, suspension and dismissal.

The Career Services Advisors work with individual students to assist in identifying appropriate job opportunities and interview preparation.

While placement assistance will be provided, it is understood the school cannot promise or guarantee employment to any student or graduate.

Alumni Services

YTI's goal is to facilitate the career development of alumni and promote alumni involvement in the learning and placement of current students. Alumni are offered life long career assistance, which includes the opportunity to attend career fairs and skill update workshops and the ability to audit courses included in the program from which they graduated, if space permits.

Employer Relations

One of the primary function of the Career Services Department is to establish and build an employer relations program for YTI. This includes maintaining a working relationship with employers to promote and enhance the visibility and effectiveness of YTI, which ultimately enhances the employment opportunities for students.

STUDENT POLICIES - GENERAL

Address/Telephone Number Changes

Students are asked to notify the school when any information regarding their address or telephone number changes. Notification can be made either by completing a Change of Address form or by submitting a written request to initiate the change. A student's recorded address will be automatically updated if correspondence is returned to YTI by the United States Post Office with an address correction.

Annual Security Report

YTI Career Institute prepares the Annual Security Report to comply with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies. The policy statements address YTI's policies, procedures and programs concerning safety and security. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in off-campus buildings or property owned or controlled by YTI and on public property immediately adjacent to the campus. Students may obtain a copy of this report by contacting the Campus Director of Operations and Education or on the YTI website under "About YTI" .

Conduct & Employability Traits

Appearance, attitude, and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance or attitude is in opposition to the career education goals to which YTI's academic and graduate employment assistance are dedicated, the student may be placed on conduct probation. If no progress is shown during the probation period, the student may be dismissed.
2. When a student's behavior interferes with the rights of others, including, but not limited to: leaving class early, arriving late to class, disrupting or impeding the learning process of other students, or is in opposition to policies and rules of the classroom and Institute, the student may be placed on conduct probation. If no progress is shown during probation period, the student may be dismissed.
3. When a student is guilty of negligent or careless acts or omissions in the learning process so as to endanger or to cause injury to another person or property, the student may be placed on conduct probation or may be automatically dismissed.

Important Employer Information

Many companies require criminal background and general information checks prior to agreeing to accept students for ride-alongs, job shadowing, externships, or potential employment. These checks may include, but are not limited to: job history, full credit report, tightly restricted medical inquiries, military history, criminal history, and in some instances questioning your friends and family. If the job includes specific duties, employers reserve the right to request additional information such as, but not limited to: driving records, if operating a vehicle, child abuse history, if working with children, and Federal Bureau of Investigation (FBI) clearances. Students and graduates are responsible for any associated costs of specific employer requirements such as background checks.

Many employers also require potential employees to pass a drug test or to document specific vaccinations.

Food & Drink

Beverages are not allowed in the program or computer labs. Closed beverage containers are permitted in the classroom. Food is not permitted in any of the classrooms or labs.

Sexual Violence Education Program

The Sexual Violence Education Program is to increase awareness of and improve every student's understanding of sexual violence and to reduce the likelihood of sexual violence. Individuals who are victims of sexual violence have local, state, and federal rights to report such incidents. Students may report any such incident to any YTI staff or faculty member with complete confidentiality. All YTI staff and faculty must uphold the promise of discretion and dignity when dealing with such reports. Students, faculty, staff, vendors or visitors may make anonymous reports of sexual violence through the Lighthouse ethics hotline listed below. The Student Services Department and Title IX Coordinator, in conjunction with outside organization and agency assistance, are available to assist with carrying out the provisions of the state and federal requirements. Additional information may be found on the YTI website at <https://yti.edu/aboutYTI/sexual-violence-prevention>

Ethics Hotline 800-401-8004 or www.lighthouse-services.com/yti

National Center on Domestic & Sexual Violence National Sexual Assault Hotline:

1-800-656-HOPE

Pennsylvania Coalition Against Rape Centers YWCA of York Victim Assistance Center: 717-848-3535 (York)

Sexual Assault Prevention & Counseling Center: 717-392-7273 (Lancaster)

YWCA Violence Intervention Prevention Program: 717-238-7273 (Harrisburg)

Family Services, Inc.: 814-944-3585 (Altoona)

Smoking & Tobacco

SMOKING AND THE USE OF TOBACCO AND SIMULATED TOBACCO PRODUCTS ARE PROHIBITED inside of any campus building. Outdoor student break areas have a designated location where smoking is permitted. All interiors of YTI campuses are tobacco free.

Student Break & Lounge Areas

There is a student lounge and an outdoor area designated for student breaks.

Due to safety reasons, students are not permitted to use the parking area for breaks.

Student Safety

Students are encouraged to become familiar with the location of fire extinguishers and emergency exit charts located throughout YTI.

For the safety of everyone at YTI, weapons and firearms are prohibited on YTI's premises. Those identified with such items on their person, in their possession, or in their vehicles are subject to disciplinary action, up to and including dismissal.

Timely notifications will be made through the Rave Alert system. This system will broadcast messages through email, text, phone and social networks to keep students apprised of emergency and non-emergency situations.

Student identification badges must be worn at all times when on campus.

Telephone

YTI phone system is not for personal use. Students will be called to the telephone for EXTREME emergencies only.

Cell phone usage is prohibited during class, lab, clinical, and externship time. Students may use cell phones during breaks, in between, and after classes.

Visitors

Visitors to YTI must register with the receptionist. In case of classroom visitations, students are asked to request permission 24 hours in advance from their instructor.

Dress Code

Consistent with YTI's Mission to provide industry-modeled training, the student dress code is based on the industry standards in the various careers for which our students are preparing. Accordingly, expectations for attire will vary from program to program and some programs will have specific requirements based on safety or other considerations. However, as a minimum, every student is expected to comply with the following:

Acceptable Attire (required)

- YTI uniform shirt or scrubs, as applicable to your program

- Long (ankle length) pants secured at the waist or skirts and dresses modestly above the knee or longer

- Closed toe footwear with socks or stockings

Unacceptable Attire

- Pants or shirts with excessive wear (holes, badly frayed hems, etc.)

- Open toed shoes, flip flops

- Head wear in the lab or class room (unless specifically allowed by the program or meeting religious or medical exemptions)

Drugs & Alcohol

YTI, in keeping with all local, state, and federal laws, prohibits the use of drugs or alcohol on campus. Any student found in possession of, distribution of, under the influence of, and or using drugs or alcohol on school property or during any school-sponsored activity will be subject to disciplinary action up to and including dismissal. A drug awareness policy statement is distributed to each new student at Orientation or on the first day of class.

Enrollment Certification

Enrollment certification is any official documentation submitted on behalf of the student verifying that he or she is currently enrolled at YTI. Students requesting enrollment certification should contact the Education Office. These requests may be made verbally (if the student will be picking it up) or in written form (if the certification needs to be mailed or faxed to a third party.) The certification may be mailed, faxed, or picked up by the student at the Education Office. The request will be processed within 72 hours of receipt.

Family Educational Rights & Privacy Act of 1974

Under the authority of the Family Educational Rights and Privacy Act of 1974, YTI has established a policy for the release of student and graduate information.

1. All students attending this postsecondary institution shall have the right to inspect, review, and challenge academic records contained in their education record. Students are not entitled to inspect financial records of their parents.
2. Education records are defined as files, material, or documents that contain educational information directly related to students and are maintained by the institution. Records are maintained by the office of the Registrar, and the Career Services, Education, Educational Funding, and Student Accounts departments and access is afforded to YTI officials for purposes of recording grades, attendance and advising, as well as determining financial aid eligibility.
3. Students may request a review of their records by submitting a written request to the Campus Director of Operations and Education (CDOE). The review will be allowed during regular school hours and outside of the student's scheduled classes under the appropriate supervision.
4. Students may challenge the records for purposes of correcting or deleting any of the contents by submitting a written request to the CDOE. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor and or Program Director will review the challenge and, if necessary, meet with the student. The Program Director and CDOE will determine whether to retain, change, or delete the disputed data.
5. If a student requests a further review, the Appeals Board will convene a hearing giving the student full and fair opportunity to present evidence relevant to the disputed issues. The student shall be notified of the Board's decision, which will be final.
6. Copies of challenges and or written explanation regarding the contents of the student's record will be included as part of the student's permanent record.
7. Directory information may be unconditionally released to third parties by YTI without the consent of the student unless the student has specifically requested that the information not be released. Students set their FERPA permissions in the student portal and may update them at any time prior to separation from the school.
8. Written consent is required before education records may be disclosed to third parties, with the exception of the accrediting commissions and government agencies, and other exemptions as permitted by law.

Directory Information

Directory information is defined under FERPA (Family Educational Rights and Privacy Acts of 1974) as information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. YTI has designated the following as directory information: The student's:

Name

Program

Period of Enrollment

Graduation Date

Enrollment Status (e.g. Active, Withdrawn, Graduated, etc.)

YTI Student and Graduate Awards

Name Changes

Students who wish to make a name change must submit the request in writing and include copies showing the legal name change. Proof of legal name change can be a marriage certificate, divorce decree, certificate of naturalization or other legal document showing the name change. Requests for name changes should be submitted to the Front Office. If the documentation is complete, a name change will be processed, and a copy of the legal documents will be scanned into the student's documents in CampusVue.

Communicable Diseases

Students of YTI have an obligation to report if they are in an active status with highly-contagious communicable diseases including, but not limited to: Methicillin-resistant *Staphylococcus aureus* (MRSA), Methicillin-susceptible *Staphylococcus aureus* (MSSA), whooping cough (pertussis), chicken pox (varicella) and COVID 19. A student with any of these or other highly-contagious active conditions may not attend class until the student is able to provide a physician's return note. This note must state that either the student tests negative for the condition or the student's condition has been resolved. Students seeking treatment but still with active conditions may not attend class.

Disability Accommodations

Students with physical or learning disabilities who may require accommodations are encouraged to contact the Student Services department or the Campus Director of Operations and Education (CDOE) to document the disability and begin the accommodations request process. This is best done during the enrollment period **prior** to the beginning of classes. Instructors, under the guidance of the CDOE, are able to provide reasonable accommodations to those students with documented disabilities.

Sexual Harassment

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature under the following conditions: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education submission to or rejection of such conduct is used as the basis for educational decisions or such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance, or creating an intimidating, hostile, or offensive educational, working, or living environment. Individuals who believe themselves to be the victims of sexual harassment should make it clear that such behavior is offensive to them. If the behavior continues, the matter should be documented and referred to the Student Services Department, Campus Director of Operations and Education, Program Director, or the Title IX Coordinator. Violators will be subjected to disciplinary action, including but not limited to, probation or dismissal from school.

Title IX

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. In compliance with the U.S. Department of Education statute, Title IX of the Education Amendments of 1972, YTI Career Institute does not exclude students from participation in, deny students the benefits of, or subject students to discrimination under, any education program or activity receiving Federal financial assistance, on the basis of sex.

Student Concerns/Complaints

Academic Programs and Services

Students with concerns or complaints regarding academic policies, grades, or programs should contact their instructor for initial resolution. If a concern still exists, the students should then write out their concern and address it to their Program Director. Complaints that are still unresolved, at that point, should be directed, in writing, to the Campus Director of Operations and Education (CDOE). If unable to resolve, the CDOE will direct the student to submit the written complaint to the Director of Operations and Education or to the Director of Student Services.

Non-Academic Programs and Services

Concerns and complaints regarding non-academic issues such as housing assistance, food service, diversity and multiculturalism, student clubs and organizations, etc. should be addressed to the Student Services Department. Complaints that remain

unresolved should be directed in writing to the Campus Director of Operations and Education (CDOE).

Grievance Policy

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, www.accsc.org complaints [accsc.org](http://www.accsc.org). A copy of the ACCSC Complaint Form is available from YTI and may be obtained by contacting the Campus Director of Operations and Education or online at complaints_accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>

Campus	Campus Director of Operations and Education
Altoona	Julie Polites
Lancaster	Audrey Langenhop
York	Lisa Brown

Pennsylvania residents - Questions or concerns regarding YTI's satisfying of the terms of the Enrollment Agreement may be directed to the Campus Director of Operations and Education. The School is licensed by the Pennsylvania Board of Private Licensed Schools. Questions or concerns which are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120.

Non-Pennsylvania residents attending fully online programs should also direct any questions or concerns to the Campus Director of Operations and Education. As a member of NC-SARA (National Council for State Authorization Reciprocity Agreements), YTI Career Institute has agreed to work with the Pennsylvania SARA Portal Entity to resolve any complaints arising from online, out-of-state students. The Pennsylvania SARA Portal Entity is Division of Higher Education, Access, and Equity, Pennsylvania Department of Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120. <https://nc-sara.org/sara-student-complaints>

STUDENT POLICIES - ADMISSIONS

Admissions Requirements

A diploma from a high school, a degree from an accredited post-secondary school, a high school equivalency transcript or diploma (issued by a state based on passing of the GED, HiSET or similar test) or home school credentials which meet state requirements are the basic requirement for admission for all programs.

Application for Admissions

To apply for admission, a student must complete and submit an Application for Admissions form. Copies of the applicant's high school scholastic record, or college transcripts should be obtained by the applicant at this time.

Applications for Admission are accepted throughout the year. Class terms start in Winter, Spring, Summer, and Fall. Prospective students are encouraged to apply as early as possible in advance of the requested term start as some forms of financial aid, to those students who qualify, give preference to first applicants.

YTI is not authorized by the Immigration and Customs Enforcement Agency (ICE) to accept and enroll students classified as non-immigrants by ICE if such students need a Student Visa in order to attend classes.

Application & Acceptance Policies

The application process at YTI consists of the following activities. A prospective student must satisfy each of them prior to acceptance into a requested program:

1. Complete and submit an Application for Admissions form
2. Complete the Wonderlic Scholastic Level Exam (SLE) and obtain a passing score for the intended program¹
3. Submit proof of high school graduation, high school equivalency (credential issued by the state), college degree or home schooling which meets state requirements.
4. Submit proof of program-specific requirements (if applicable) ²
5. Execute an Enrollment Agreement.

- ¹ Applicants are able to take the Wonderlic Scholastic Level Exam (SLE) a maximum of 3 times in one year from the date of the most recent assessment, with a 60-day waiting period between the second and third attempt. The minimum required scores are as follows:
- 15 Computer Aided Drafting and Design, Computer and Data Management, Cybersecurity, Respiratory Therapy, and Veterinary Technician
 - 14 Electronics Engineering Technology, and Medical Assistant
 - 13 Culinary Arts Restaurant Management
 - 12 Dental Assisting, Expanded Functions Dental Assisting, Electrical Technology, HVACR, Medical Billing & Coding and Pastry Arts
- ² YTI Career Institute arranges for the following general or program specific admissions requirements: preliminary background checks, Wonderlic Scholastic Level Exam (SLE) testing, and ATI TEAS testing. It is the applicant's responsibility for the cost of all other program-specific requirements including immunizations, certifications, and licenses.

In addition, applicants for programs offered in a fully online or hybrid learning (didactic on-line labs on-campus) format, must take two assessments to assess their readiness for on-line learning. The Computer Readiness Survey establishes the participant's technical skills, access to technology, and level of preparedness specific to distance learning. The learning styles assessment assists in identifying learning preferences and provides helpful information regarding study techniques. Feedback provided after the assessments encourages those with low scores to consider a residential program, instead of an online program.

As part of their program materials, all students receive a device which is fully compatible with the school's Learning Management System (LMS) and is preloaded with any program specific software.

For students who, under unusual circumstances, need to access the LMS on a device other than the one issued by the school, the technology requirements are:

Microsoft: Windows 10 (Need to use Chrome Browser or Firefox current versions as released only)

iOS Devices: Current iOS release as issued by Apple

Chrome OS: Current version of Chrome OS as released by Google

Required Software: PDF viewing software Adobe Acrobat Reader recommended

Bandwidth: recommend minimum of 5Mbps download and 1Mbps upload as tested on www.speedtest.net

Additional Altoona Admissions Requirements

In addition to the general YTI admissions requirements, students requesting admissions to the Respiratory Therapy program must:

Respiratory Therapy program:

- provide verification for Step 1 of the three-step Hepatitis B immunization from a facility supervised by an appropriate medical professional.
- authorize a preliminary criminal background check
- provide proof of identity (e.g. valid driver's license)
- take the Test of Essential Academic Skills for Allied Health (ATI TEAS¹), formerly TEAS V, in addition to the Wonderlic Scholastic Level Exam (SLE), and obtain a passing score.

- ¹ Test of Essential Academic Skill for Allied Health (ATI TEAS) measures basic essential skills in the academic content area domains of reading, mathematics, science, and English and language usage. These entry level skills were deemed important for health science program applicants by a panel of subject matter experts. All applicants to the Respiratory Therapy program must score 50 on both the Reading and Math portions of the exam. The 50th percentile ranking places YTI applicants in the median range.

Technical Standards. The Respiratory Therapist must be able to perform the physical tasks and functions required of the job.

Hearing: Able to hear and understand patients and staff assess and monitor patient or equipment sounds and alarms.

- Communicate with patients, staff, and families
- Follow spoken instructions.
- Able to hear heart and breath sounds.
- Hear equipment alarms.

Movement: support and move patients. Lift to 50 pounds, walk for extended periods of time including up and down stairs.

- transfer patients safely from bed to wheelchair, change patient position in bed.
- Move patients in and out of treatment areas.
- Respond to emergency situations in a timely manner.
- Reach, lift, move equipment.

Sight: Able to monitor and assess patient and equipment function

- Read written instruction and orders.
- Read fine print
- Differentiate between color
- Observe patient appearance and posture

Motor Skills: Be able to

- Assemble, operate, and move equipment.
- Draw venous and arterial blood samples.
- Prepare medications.
- Feel pulses for obtaining blood gases
- Lift and transport oxygen cylinders
- Move hospital beds
- Lift and move patients
- Perform airway management.
- Perform chest compressions during CPR. Manually ventilate during resuscitation.

Tactile: Able to distinguish temperature differences, pulse rate.

Communication: must be able to communicate in English effectively with patients, coworkers, staff, and family members

Intellectual and Cognitive Abilities: Must be able to measure, calculate and analyze data.

Additional York Admissions Requirements

In addition to the general YTI admissions requirements, students requesting readmission to the following programs must:

Computer and Data Management program:

authorize a preliminary criminal background check.

Cybersecurity

- authorize a preliminary criminal background check. Applicants with felony convictions related to computer crimes will not be admitted.
- provide either:
 - an official transcript from a regionally or nationally accredited institution demonstrating a minimum of 18 earned semester credits or the equivalent in Information Technology or a related field. Service members must submit a Joint Services Transcript (JST) which demonstrates 18 semester credits or the equivalent in Information Technology or a related field. Courses must have been completed within the past five (5) years and course descriptions may be required.

OR

- employer verification of one year of professional experience in Information Technology

OR

- a combination of earned credits and professional experience deemed acceptable by the program director.

Veterinary Technician Program:

take the Test of Essential Academic Skill for Allied Health (ATI TEAS¹) and obtain a passing score.

- 1 Test of Essential Academic Skill for Allied Health (ATI TEAS) measures basic essential skills in the academic content area domains of reading, mathematics, science, and English and language usage. These entry level skills were deemed important for health science program applicants by a panel of subject matter experts. All applicants to the Veterinary Technician program must score 50 on both the Reading and Math portions of the exam. The 50th percentile ranking places YTI applicants in the median range.

See the Addenda for Admissions Requirements for the EFDA program

Transfer of Credit Hours

Applicants who wish to transfer credit hours from another accredited post-secondary institution must provide an official transcript and course descriptions from that institution prior to matriculation or provide formal documentation of armed forces training courses (order Military Joint Service Transcripts at <https://jst.doded.mil/jst>). Their previous institution must have been accredited by an agency recognized by the US Department of Education. Applicants must have achieved a grade of C or better in courses submitted for transfer credit consideration. However, credit cannot be awarded for part of a course. If the student's previous education did not cover all of the content in a course, no credit can be awarded. Final determination related to the award of transferred credit hours will be at the discretion of YTI. The request and final determination must be made prior to the start of the student beginning his or her program at YTI. A written record of the transfer credit review will be maintained in the student's file.

No more than 75% of the credit hours in a program of study may be attained via transfer of credit.

STUDENT POLICIES - ACADEMIC

Attendance

Regular attendance in classes is considered essential. Cultivation of desirable work habits is as important as the development of skills. Development of this important habit while in school makes it considerably easier to satisfy employer expectations of regular and punctual attendance when students become employed in their career fields.

Tardiness and leaving early is unacceptable in the industry and will not be tolerated at YTI. Tardiness and leaving class early causes disruption to the class and is unfair to the students who make it a point to be punctual.

Students are expected to attend all scheduled classes. If a student must be absent, he or she should contact the instructor just as he or she would contact an employer in the event of absence. If a student is absent for fourteen (14) consecutive calendar days, he or she will automatically be processed as an unofficial withdrawal.

Satisfactory Academic Progress Policy

Students are required to make satisfactory academic progress (SAP) toward their degrees or diplomas. SAP standards apply to all students, regardless of enrollment status, program or receipt of financial aid. SAP is evaluated at the end of each quarter. SAP is cumulative for all periods of enrollment. SAP includes quantitative measures (Maximum Time Frame and Pace) in addition to qualitative measures (cumulative GPA).

Maximum Time Frame

For credit hour programs: A student must complete his or her program of instruction within a time period that does not exceed 1.5 times the normal length of the program, as measured in credits attempted and calendar time.

In the event a student is awarded transfer status for a course or courses prior to matriculation, the maximum time frame will be adjusted to reflect that.

The maximum time frame for a transfer student or a student changing programs is adjusted based on the number of credits the student needs to complete the program.

Cumulative Grade Point Average and Pace (Completion Rate)

SAP is reviewed at the end of each quarter. At the time of review, the student's cumulative grade point average (CGPA) and the student's academic pace or completion rate (credit hours successfully completed versus credit hours attempted) are calculated. A student is considered in good standing if he or she meets the standards below.

6 to 12-Month Programs

Credits Attempted	Cumulative Grade Point Average	Completion
Any	Rate 70 (C , 2.0)	66.66%

20 to 21-Month Programs

Credits Attempted	Cumulative Grade Point Average	Completion Rate
0-30	70 (C , 2.0)	66.66%
31-60	70 (C , 2.0)	66.66%
Above 60	70 (C , 2.0)	66.66%

Academic Probation

A student who fails to maintain SAP will be placed on Academic Probation for one quarter. A student on academic probation is automatically on Financial Aid warning. A student who fails to regain SAP at the end of the probationary period is subject to dismissal from the Institute. A student may appeal for an additional probationary quarter in accordance with YTI's Appeal Process. A student with a successful SAP appeal will be continue on Academic Probation and will be placed on Financial Aid Probation for one term.

Incomplete Grades

For purposes of calculating the CGPA, an Incomplete (I) is counted as a failing grade (F). SAP will be recalculated if the (I) grade changes to a passing grade. For purposes of calculating the completion rate, (I) grades are counted as credits attempted but not earned. An (I) grade not successfully resolved within twenty-one calendar days of the start of the following quarter will automatically become an (F) grade, unless an extension has been granted for extenuating circumstances.

Course Repetitions

A student who receives a failing grade (F) or withdrawn (W) grade for a course must repeat that course and achieve a passing grade to receive credit for the course. A student may also repeat a course once to improve any grade. When a course is repeated, only the grade and credits attempted for the repeat course will be used to calculate CGPA. When computing Completion Rate, the credits for both the original failed attempt and all repeat attempts will be counted as credits attempted while only the passing attempts will be counted as credits earned.

A student shall be granted one free attempt of a failed course as long as there is no break in the student's enrollment. If the student should fail the course again, the student will be charged for the credits for the third attempt.

A student is allowed to include credits for repeated coursework that was either previously failed or successfully completed (one time only) to count toward enrollment status in term-based programs for the calculation of Title IV aid eligibility. Federal Pell Grant funds disbursed will count towards a student's lifetime eligibility.

No course may be attempted more than three times.

Withdrawals

Students withdrawing from the Institute during a quarter will receive a "W" for all courses not completed in that quarter. "W" grades are not used in calculating the student's CGPA. For purposes of calculating the Completion Rate, "W" grades are counted as credits attempted but not earned.

Changes from One Program to Another

When a student is enrolled in one program and request to transfer to another program, only courses that are accepted for transfer credit into his or her new program will be used in calculating CGPA and Completion Rate.

Transfer Credit

Transfer credit hours from another institution will count as both attempted and completed hours in the Completion Rate however, grades from Transfer Credit courses are not included in the calculation of CGPA.

Mitigating Circumstances

YTI understands that students may encounter unusual or unexpected circumstances that may interrupt their programs of study. Mitigating circumstances include, but are not limited to, major illness, family emergencies, and personal crisis. Students who feel their lack of satisfactory academic progress is due to mitigating circumstances may appeal academic probation as outlined below.

SAP Appeals

A student who fails to meet SAP for a second quarter in a row may appeal their academic dismissal from the Institute by submitting a written request to the Education Office according to the schedule stated in the notification letter. The student's appeal must include:

- Why the student failed to make SAP and

- What has changed that will allow the student to make SAP at the end of the next quarter.

If the appeal is approved, the Institute also determines whether the student:

- Will be able to make SAP standards by the end of the next term or

- Will be placed on academic plan that will ensure the student is able to meet SAP standards by a specific point in time.

The student whose appeal is granted is afforded an additional probationary quarter to regain SAP. If the appeal is denied, the student is dismissed from the Institution.

If the student fails to meet SAP by the end of the next quarter, or if the student fails to adhere to the terms of their academic plan, the student will be dismissed.

Financial Aid and SAP

In general, a student who is not making SAP is no longer eligible for the Title IV aid. However, a student may retain eligibility for federal financial aid while on academic probation, not to exceed two consecutive payment periods (quarters). A student permitted to continue or resume attendance beyond two consecutive probationary quarters is not eligible for financial aid until he or she regains satisfactory progress in accordance with this policy.

SAP Evaluation and Financial Aid

The institution evaluates SAP at the end of each quarter. If the student fails to make SAP, the student will be placed on Financial Aid warning for one payment period. The student must make SAP at the end of that period or will be placed on Financial Aid probation for one payment period after an appeal is submitted by the student then reviewed and approved by the Institution.

Financial Aid Warning

Financial Aid Warning status is assigned to a student who fails to make SAP for the first time when SAP is evaluated at the end of each payment period.

Students may continue to receive Title IV aid for one payment period (one quarter) upon meeting with the Educational Funding staff. At this meeting, the ramifications of attempting new coursework or repeating coursework will be explained. These include, but are not limited to, incurring tuition charges and the subsequent disbursement of Federal Grant funds or Federal loan assistance for which the student is eligible during that term. No appeal is necessary for this status.

SAP Appeals and Financial Aid

A student who fails SAP while on academic probation and Financial Aid Warning must file a written appeal with the Appeals Board in order to remain enrolled. As part of the academic appeals process, the student may also petition for reconsideration of eligibility for Title IV aid. Financial aid will be reinstated for the student whose appeal is granted.

Financial Aid Probation

Financial Aid Probation status is assigned by the Institution to a Student who fails to make SAP while on a term of Financial Aid Warning and who has appealed and has had eligibility for Title IV aid reinstated. The student may continue to receive Federal student aid for one payment period (one quarter) while in a status of Financial Aid Probation. The Institution may impose conditions on the student's continued eligibility to receive Title IV aid.

SAP Notifications

The Institution will notify students of the results of SAP appeals reviews that impact the student's eligibility for Title IV aid:

After Financial Aid Probation

At the end of the term of Financial Aid Probation the student must be making SAP or must be successfully following an academic plan.

Regaining Financial Aid Eligibility

A student may appeal his or her loss of financial aid by submitting a written request, with attached documentation of extenuating circumstances, to the Appeals Committee. If the student's appeal is successful, the student's aid will be reinstated. A student also regains financial aid eligibility if they make SAP in the next quarter.

Restarts/Reenrolls

A student who withdrew or was dismissed from the Institute may submit a request for readmission to be readmitted after a waiting period of at least one quarter. Reenrollment is not automatic and is solely at the discretion of YTI. Former students must meet acceptable academic and financial criteria in order to be eligible to restart. In the event the student wishes to return to school, he or she must first meet the criteria set by the Student Accounts office. Once the student is determined to be in good financial standing, he or she is required to meet with their Program Director at least one month prior to the anticipated starting date of classes. (Students starting their process later than this may be deferred to a later term.) The Program Director will determine whether the student is academically prepared to restart their program. Students who were dismissed, or who withdrew while on probation must file an appeal with the Appeals Committee as part of their academic review. If the student's appeal to restart is accepted, the student will be readmitted with a probationary status.

Students in certain programs who have been out of school over one year must document they have been working in the field, or test out of previously completed courses to show continued mastery or repeat the entire program. Students meeting both the financial and academic standards may then meet with a Career Program Specialist (CPS) about restarting in the next available class, on a space-available basis only. The Institute's standard policy regarding financial and academic credit for previous postsecondary education applies. Students may be required to audit previously completed courses, to assure that their skills and knowledge are current, prior to being allowed to reenroll in the remaining courses in their program. Students are afforded only one restart opportunity unless there are extenuating circumstances.

Academic Integrity/Academic Dishonesty

The Academic Integrity Policy at YTI was developed in accordance with specific objectives that support our mission statement:

- To prepare students academically and professionally to meet the needs of employers and the workplace.
- To commit to each and every day being a worthwhile learning experience for its students and to ensure student success.
- To incorporate experiential learning opportunities throughout the educational process including hands-on training, application-based assignments, shadowing, directed and independent work projects, and externships.

Provisions of the Academic Integrity Policy will enable the faculty to properly evaluate student skills and maintain the quality and integrity of our graduates, while demonstrating a respect for individual achievement.

Academic Dishonesty encompasses all forms of cheating and aiding someone to cheat. This includes, but is not limited to:

- Taking someone else's work and representing it as your own (plagiarism)
- Copying another student's answers or allowing your answers to be copied
- Submitting assignments which were completed by someone other than yourself
- Using outside resources (books, websites, etc.) during a quiz or exam, unless the test had been specifically designated as open book
- Falsifying Externship timesheets or evaluation forms

For student(s) that have engaged in any form of academic dishonesty, the course of action is as follows:

1st Incident

All students involved:

1. Will receive a zero for the individual effort.
2. Will have their final course grade lowered by one full letter grade.
3. Will be placed on conduct probation until graduation from YTI. The instructor will determine if the terms of probation require resubmission of the individual's work.

2nd Incident

The student(s) involved will be automatically dismissed from school with request for readmission only through the approval of the Appeals Board.

Appeals

The Appeals Board meets throughout the term to review requests from students who are requesting an exception to YTI's academic, or conduct policies upon completion of a term that would, otherwise, result in probation, dismissal, repeat of a term, or failure to graduate.

Any student wishing to appeal status changes dictated by YTI policy and procedure must submit their appeal in writing to the Education Office. The written request to appeal must contain the following information to be considered for appeal: the student's full name and mailing address, his or her class number, an outline of the facts surrounding the circumstances which caused the performance leading to the appeal (i.e.: reasons for absences, tardiness, inappropriate conduct, delinquency, or poor grades), a description of the student's attempt to remedy the situation while it was occurring (i.e. carpooling, change in work hours, student habits, et cetera), an explanation of how the situation has been resolved. All requests must be signed and dated.

Students should submit all appropriate documentation to the Appeals Board. Students will be notified of the decision of the Appeals Board prior to the start of the next term. The Appeals Board's decisions are based upon:

- The student's written request and documentation.
- The situation's resolution.
- Recommendations from the faculty.
- Published YTI Policies and Procedures.

Make-up

Students are responsible for notifying their instructor of any extended absence from online classes or any missed lab time and contacting their instructor regarding any missed work. Assignments, quizzes and Exams not turned in or completed by the due date may not be made up and will receive a grade of zero (0). Arrangements for missed lab time and performance of hands-on competencies should be coordinated with faculty. Make-up labs may need to be scheduled outside of a student's typically scheduled lab hours. Exception to the above policy is that evaluations that are missed for documented, extreme extenuating circumstances may be made up at the discretion of the Campus Director of Operations and Education, the Curriculum Development Coordinator, or the Program Director. YTI Career Institute does not charge for make-up work.

Withdrawal in Good Standing

A student may request a withdrawal in good standing based on the following criteria: the student intends to restart classes within 180 days. Upon withdrawal, the student must submit a written request and receive approval for the withdrawal in good standing. The written request is made by completing and submitting a Request for Change of Status form. Request forms are available from the Education Office and Registrar. The request will be reviewed by the Program Director, Educational Funding, the Registrar, and the Campus Director of Operations and Education. The student will receive a copy of the request form noting its appropriate status. The student will be required to confer with Student Accounts to review the student's account and to discuss what action is necessary to return to school. For a student failing to return from a withdrawal in good standing on the scheduled restart date, the good standing status will automatically be removed.

Probation & Dismissal

Probation will result for any one of the following violations of the student policies. Probation can escalate to Suspension and Dismissal.

Academic Probation A student who has failed to meet SAP is placed on Academic Probation for one term to raise his or her cumulative grade point average or completion rate to the standards of the Academic Policy. A student on Academic Probation is automatically on Financial Aid Warning. If a student fails to meet the standards by the end of the probationary period, he or she may be dismissed.

Conduct Probation A student who, in the judgment of the Institute, is materially non-compliant with student policies, standards of conduct or professionalism expectations will be placed on conduct probation. This includes failure to submit Career Services assignments, or externship document or attendance records in a timely manner. The Program Director will determine the terms of probation. Any student who does not comply with the terms of his or her probation may be dismissed. Immediate dismissal (with no probationary period) may occur depending on the severity of the conduct.

Financial Aid Probation A status assigned by the institution to a student who fails to make SAP for a second term in a row and who has appealed and has had eligibility for Title IV aid reinstated. Upon approval of the student's written appeal, the student may receive Federal Student Aid for one payment period (one quarter).

Financial Probation Students who do not meet their financial obligations including submission of documents needed to finalize their estimated Educational Funding, will be placed on financial probation. Failure to meet terms and condition of the probation may result in dismissal.

In all cases, probation may advance to suspension (both on campus and access to the LMS) if the student is non-compliant. Failure to meet the terms of the suspension will result in dismissal. Students will also be dismissed if removed from their Externship site for cause or if they abandon their Externship site without cause. Egregious violations of school policy (e.g. weapons, violence, drugs) will result in immediate dismissal, without a probationary period.

Graduation Requirements

Students will graduate when they have:

1. Completed all coursework with passing grades within the 150 time frame and earned the required number of quarter credit hours for their program
2. Achieved Satisfactory Academic Progress (SAP) including a final cumulative grade point average of 70 (C or 2.0) or better.

Diplomas, Associate in Specialized Technology Degrees, or Associate in Specialized Business Degrees will be issued to those students who have graduated and:

1. Satisfied all financial obligations to YTI or are current and in good standing
2. Completed all required Career Services assignments and paperwork including the Release for Employment Verification

Cooperation with Law Enforcement and Other Agencies

In the event that a student has been apprehended for the violation of a law in the community, state, or nation, YTI will not request nor agree to special consideration for that individual because of his or her status as a student. YTI will cooperate fully with law enforcement and other agencies in the enforcement of the law.

Student Right to Know

Graduation Rates for Student Body

The graduation rate for first-time full-time students who began their studies at YTI Career Institute (York and Lancaster) in Fall 2019 (118 students) and graduated within 150 of their program length (55 students) is 57.6 . The graduation rates for specific student populations from the same time period are:

Gender	Male	Female					
	42.1	52.5					
Race	Black	Hispanic	White	Amer. Ind.	Asian	Unknown	2 or more
	45.0	47.8	52.4	*	*	*	*
Type of Aid	Pell Grant	Subsidized Loan (no Pell)	Other (No Pell or Sub)				
	46.8	48.3	50.0				

In the Fall of 2019, YTI Career Institute- Altoona had paused enrollment, so there are no first-time, full-time students who began their studies during this time period and graduated within 150 of their program length

Gender	Male	Female					
	N A	N A					
Race	Black	Hispanic	White	Amer. Ind.	Asian	2 or more	Unknown
	N A	N A	N A	N A	N A	N A	N A
Type of Aid	Pell Grant	Subsidized Loan (no Pell)	Other (No Pell of Sub)				
	N A	N A	N A				

Retention Rate for Student Body

The retention rate for first-time, full-time students who began their studies at YTI Career Institute (LA and YK) in Fall 2021 and were still enrolled or graduated by the end of Fall 2022 is 52 . The retention rate for first-time, full-time students who began their studies at YTI Career Institute Altoona in Fall 2021 and were still enrolled or graduated by the end of Fall 2022 is 100 . The Institute reports these rates to the National Center for Educational Statistics through the IPEDS system.

Student Body Diversity as of July 1, 2022

At YTI Career Institute (LA and YK), enrolled, full-time students are distributed across the following categories:

Received Pell Grant	62.2							
Gender	Male 36.4	Female 63.6						
Race	Am. Ind.	Asian	Black	Hispanic	Hawaiian	White	2 or more races	Unknown
	*	3.6	7.5	12.5	N A	61.0	5.1	9.4

At YTI Career Institute - Altoona, enrolled, full-time students are distributed across the following categories:

Received Pell Grant	69.8							
Gender	Male 20.3	Female 79.7						
Race	Am. Ind.	Asian	Black	Hispanic	Hawaiian	White	2 or more races	Unknown
	n a	*	34.4	*	*	41.7	*	12.3

* Numbers are too small to report without risking student confidentiality

Additional information is available and maintained by the Compliance department. Students should direct requests for any consumer information to the Campus Director of Operations and Education (CDOE) who will obtain it from the Compliance department.

Graduate Audit Process

Graduates may return to audit classes in their program of study after they have graduated. YTI reserves the right to charge graduates for books, supplies, and consumables associated with the audit of a course. When auditing a course, graduates must comply with YTI's stated student policies, including, but not limited to: dress code and employability traits. No grades or attendance are maintained on graduates who audit the course as there is no credit associated with the audit. Auditing of courses is at the discretion of YTI and based upon availability. Requests to audit must be made to the Registrar.

Emergency Preparedness Plan

Information regarding the school's written emergency preparedness plan may be obtained from the front desk at each campus. This information is also provided to students at New Student Orientation.

Financial Information YTI Career Institute - Altoona

Tuition Schedules as of June 1, 2023:

Altoona Programs	Quarters in Programs	Tuition Per Quarter	Total Tuition for Program
Respiratory Therapy	8	\$4,191	\$33,528

Financial Information YTI Career Institute - Lancaster

Tuition Schedules as of June 1, 2023:

Lancaster Programs	Quarters in Programs	Tuition Per Quarter	Total Tuition for Program
Culinary Arts	8	\$4,494	\$35,952
Restaurant Management			
Pastry Arts	5	\$4,314	\$21,570

Financial Information YTI Career Institute - York

Tuition Schedules as of February 1, 2024:

York Programs	Quarters in Programs	Tuition Per Quarter	Total Tuition for Program
HVACR	5	\$4,451	\$22,255
Computer Aided Drafting and Design	8	\$2,711	\$21,688
Computer and Data Management	8	\$2,784	\$22,272
Cybersecurity	8	\$2,536	\$20,288
Dental Assisting	4	\$4,636	\$18,544
Electrical Technology	4	\$4,532	\$18,128
Electronics Engineering Technology	8	\$4,628	\$37,024
Medical Assistant	8	\$3,931	\$31,448
Medical Billing and Coding	4	\$4,443	\$17,772
Veterinary Technician	8	\$3,836	\$30,688

Fees

As of June 1, 2023:

The following fees apply to all new students who interview, apply and enroll at YTI Career Institute.

- \$500 technology fee payable in the first term of enrollment
- \$130 technology fee payable in the first term of enrollment for EFDA program
- \$20 graduation fee payable in the final term of enrollment
- Lab Externship Clinical fees on the following schedule:

Altoona Programs	Clinical Fee (Terms 4-8)	Total Clinical Fees
Respiratory Therapy	\$100	\$500
Lancaster Programs	Lab Externship Fee per Term	Total Lab/ Externship Fees
Culinary Arts Restaurant Management	\$65	\$520
Pastry Arts	\$100	\$500
York Programs	Lab Externship Fee per Term	Total Lab/ Externship Fees
HVACR	\$100	\$500
Computer Aided Drafting and Design Computer and Data Management	\$0	\$0
Cybersecurity	\$0	\$0
Dental Assisting	\$50	\$200
Electrical Technology	\$100	\$400
Electronics Engineering Technology	\$65	\$520
Expanded Function Dental Assistant (EFDA)	\$10	\$20
Medical Assistant	\$50	\$400
Medical Billing & Coding	\$0	\$0
	Clinical Externship Fee (Terms 5 & 8)	Total Clinical Externship Fees
Veterinary Technician	\$150	\$300

Materials Fee - Books, Kits, and Supplies

As of February 1, 2023:

The Materials Fee covers all books, tools, instruments, uniforms, supplies, and other materials that the students will receive from YTI during the course of their attendance in their program. For certain programs with diverse book or supply requirements, materials are delivered in multiple installments. Materials Fee 1 applies to the first term, and Materials Fee 2 and 3 apply to the remaining portion of the program.

Any E-books issued to students are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within YTI's control. E-book license limits are subject to change by the publisher without notice. There is no refund for materials, including eBooks, which have been opened. The amount of the Materials Fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement

Altoona Programs	Materials Fee 1	Materials Fee 2 (303 Terms 2-4)	Materials Fee 3 (104 Terms 5-8)
Respiratory Therapy	\$2,126	\$909	\$416
Lancaster Programs	Materials Fee 1	Materials Fee 2	Materials Fee 3
Culinary Arts Restaurant Management	\$1,981	(171 Terms 6-8) \$1,026	(245 Terms 6-8) \$735
Pastry Arts	\$2,168	(79 Terms 2-4) \$237	n /a

York Programs	Materials Fee 1	Materials Fee 2	Materials Fee 3
Veterinary Technician	\$1,884	(341 Terms 2-4) \$1,023	(292 Terms 6-7) \$584
Computer Aided Drafting and Design	\$2,887	(180 Terms 2-6) \$900	n/ a
Computer and Data Management	\$2,531	(168 Terms 2-5) \$672	n/ a
Cybersecurity	\$1,925	(345 Terms 2-8) \$2,415	n /a
Electrical Technology	\$1,667	(95 Terms 2-4) \$285	n/ a
Expanded Functional Dental Assistant (EFDA)	\$570	n /a	n /a
Electronics Engineering Technology	\$1,781	(154 Terms 5) \$154	n /a
Medical Assistant	\$2,063	(142 Terms 2,4,5,7) \$568	n /a
Medical Billing and Coding	\$2,708	n /a	n/ a
Dental Assisting	\$1,736	n/ a	n /a
HVACR	\$1,573	n /a	

Altoona Maximum Program Completion Time

Program	Normal Credits	Maximum Attempted Credits	Normal Terms	Maximum Terms
Respiratory Therapy	120	180	8	12

Lancaster Maximum Program Completion Time

Program	Normal Credits	Maximum Attempted Credits	Normal Terms	Maximum Terms
Culinary Arts Restaurant Management	97	145.5	8	12
Pastry Arts	67	100.5	5	7

York Maximum Program Completion Time

Program	Normal Credits	Maximum Attempted Credits	Normal Terms	Maximum Terms
Computer Aided Drafting & Design	100	150	8	12
Computer and Data Management	108	162	8	12
Cybersecurity	102	153	8	12
Dental Assisting	58	87	4	6
Electrical Technology	56	84	4	6
Electronics Engineering Technology	98	147	8	12
HVACR	75	112.5	5	7
Medical Assistant	106	159	8	12
Medical Billing & Coding	55	82.5	4	6
Veterinary Technician	108	162	8	12

ALTOONA

YTI Career Institute Altoona
3200 Pleasant Valley Boulevard, Suite A
Altoona, PA 16601
Phone: 814-201-2025 or 1-800-458-6706
Fax: 814-201-2208

YTI Career Institute-York (Lab Site)
1405 Williams Road
York, PA 17402
(717) 757-1100

Accreditation

YTI Career Institute - Altoona is accredited by the Accrediting Commission of Career Schools and Colleges, which is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code.

The Respiratory Therapy program is programmatically accredited by the Commission on Accreditation for Respiratory Care (CoARC). The Respiratory Therapy program is currently on provisional accreditation status with (CoARC) as of November 3, 2023, and administrative probation as of (www.coarc.com) CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. Student Graduate Outcomes Data for all programs can be found on the CoARC published URL: (<https://coarc.com/students-programmatic-outcomes-data>) .

License

YTI Career Institute - Altoona is licensed by:

State Board of Private Licensed Schools, Department of Education,
Commonwealth of Pennsylvania

Degree Authority

In 2010, YTI Altoona was granted approval by the Division of Academic Programs, Pennsylvania Department of Education, to award the Associate in Specialized Business degree to graduates of the Criminal Justice & First Response program (since discontinued.). Also in 2010, the Medical Assistant program was approved for the Associate in Specialized Technology degree. In 2011, the Computer System Technician program was approved to grant the Associate in Specialized Technology degree and the Business Administration program to award the Associate in Specialized Business degree (since discontinued). In 2012, the Respiratory Therapy program was approved to grant the Associate in Specialized Technology degree.

History

The Computer Learning Network was incorporated in Pennsylvania as the Computer Learning Center, Inc. in March of 1982, and the first classes began in July of 1982.

In June of 1987, the Computer Learning Center, Inc. was purchased by Continental Training Services of Indianapolis, Indiana. Shortly thereafter, the name was officially changed to Computer Learning Network. In February 1988, the school was granted approval to operate a branch campus in Altoona, Pennsylvania. In June 1992, the Altoona facility was approved as a free-standing private career school. On November 12, 1992, the school was purchased by its officers under the corporate name of CLN Acquisition, Inc. d b a Computer Learning Network.

Medical programs were added to the school's menu of programs in 1993.

In 2006, York Technical Institute (YTI) purchased the Computer Learning Network schools in Altoona and Mechanicsburg. In 2007, the school's name was changed to YTI Career Institute Altoona.

In 2019, YTI Altoona began enrolling exclusively in the Respiratory Therapy program after teaching out all other programs. In 2020, the Respiratory Therapy program received approval for Hybrid instructional delivery (lecture online, clinicals on-ground).

YTI is a private, post-secondary institution of higher education serving South-Central Pennsylvania and Northern Maryland.

YTI was established in 1967, when local businessmen in York, Pennsylvania, started a co-educational institution to train entry-level draftsmen in response to the expressed needs of area industries.

YTI has grown significantly from its small beginnings some 47 years ago and now serves a population of approximately 600 students at its campuses. The YTI schools remain committed to its mission of serving the career and personal goals of students and meeting the employment needs of businesses in the local region.

Facilities

YTI Altoona is conveniently located in a modern facility just off the Frankstown Exit of Interstate 99 (U.S. Route 220) at 3200 Pleasant Valley Boulevard (former campus location was 2900 Fairway Drive).

YTI Altoona occupies approximately 8,000 square feet, which includes faculty office area, administrative support offices, and student and faculty lounges. Learning spaces include 1 classroom lab with computer access, and 2 additional respiratory therapy labs.

A wireless network is provided for student access.

The Respiratory Therapy labs are equipped with patient care areas that are furnished with hospital grade beds and wallboards containing outlets for oxygen, air, and suction. The lab is stocked with industry standard mechanical ventilators, CPAPs, suction equipment, EKG equipment, gas regulating devices, and a spirometer for pulmonary

function practice. Simulators for artificial airway insertion, arterial blood gas punctures, and cardiopulmonary resuscitation are available and used for practice. All respiratory disposable equipment necessary for training purposes is available for student use and utilized during lab for practice and competency purposes.

In addition, audio-visual equipment, transcribers, scanners, color printers, and digital cameras are available as needed.

The building is smoke free, air-conditioned, handicapped accessible, and ADA compliant. Students may park in marked parking spaces. Designated handicapped parking is available near the entrance to the facility. Students are prohibited from parking in spaces marked and reserved for Visitors. Improperly parked vehicles will be towed.

Memberships & Affiliations

Accrediting Commission of Career Schools & Colleges (ACCSC)

Blair County Chamber of Commerce

Family Services Incorporated

Imagine America Scholarship Foundation

Mid-Atlantic Association of Career Schools (MAACS)

Pennsylvania Training Assurance Fund

Altoona Programs of Study

Respiratory Therapy

YTI Career Institute Altoona offers an Associate in Specialized Technology degree in Respiratory Therapy. The Respiratory Therapy program is designed to provide the student with the theory, and basic and advanced clinical skills necessary to secure, at a minimum, an entry-level position in the field of Respiratory Therapy. The goal is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Throughout the program, students will gain knowledge during the course of study as it relates to evaluation, treatment, blood gas analysis, hemodynamic monitoring, bronchodilator administration, and care for all types of patients with breathing and cardiopulmonary disorders. The therapist will perform under the direct supervision of a physician at all times. For example, therapists will consult with physicians, develop and modify care plans, and care for the patients in more critical clinical settings. However, the term respiratory therapist, in the medical field, encompasses both the therapist and the technician. Duty differentiation is defined by the individual hiring institution. The therapist can secure employment in, but are not limited to: hospitals, nursing homes, rehabilitation centers, pulmonary function labs, and sleep clinics labs. Specific job titles for this profession are, but not limited to: Entry Level Respiratory Therapist, Advanced Level Respiratory Therapist, RRT, Respiratory Therapy Technician II, Respiratory Therapy Shift Supervisor, Respiratory Therapy Equipment Technician, and Sales Representative for home health care agencies.

Relocation may be required to enhance available career opportunities.

The Respiratory Therapy program at YTI Career Institute - Altoona has earned Continuing Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). This status signifies that a program that has been granted continuing accreditation has demonstrated continuous compliance in accordance with the Standards following submission of a continuing self-study report and completion of an on-site visit as required by the CoARC Board. YTI Career Institute-Altoona's Respiratory Therapy program is recognized by the National Board for Respiratory Care (NBRC) and graduates are eligible to sit for the Respiratory Care Credentialing Examination(s). Enrolled students completing the program under Continuing Accreditation are considered graduates of a CoARC accredited program. Commission on Accreditation for Respiratory Care, 264 Precision Boulevard, Telford, TN 37690, (817) 283-2835, webmaster coarc.com.

Students in the Respiratory Therapy program will have a schedule of approximately 24 hours a week for the entire program. The Respiratory Therapy program is offered in a Hybrid instructional delivery format, with didactic instruction occurring online, and clinical rotations occurring at approved clinical sites (generally within a 60 mile radius of the student's residence) and labs occurring on campus or at approved clinical sites. Assignments and homework are accessible 24 hours a day seven days per week through the Learning Management System (LMS).

In Terms 1 through 2, all instruction is accessed online using the LMS in an asynchronous modality. Students should expect to spend an average of 24 hours per week, engaging in online instruction, and an additional three to five hours per day in reading, homework, activities, online discussion boards and simulations. In Terms 3, lab work on campus or at approved clinical sites is approximately 4 hours per week in addition to online didactic work. In person labs are held in terms 3(16 hours, weeks 5 and 7), term 4(16 hours, weeks 6 and 8), term 5 (16 hours, weeks 1 & 3), term 6 (12 hours, weeks 2 & 4), term 7 (6 hours, weeks 6 & 8). didactic instruction and homework and other online assignments and clinical rotations. Clinical rotations and lab instruction will be completed at approved clinical sites. Term 8 contains online didactic and clinical rotations. Clinical assignments for Term 4 will be a minimum of six hours per week between Monday and Friday, and for Terms 5-8, a minimum of 12 hours per week between Monday and Friday.

Respiratory Therapy (cont.)

Prerequisite	Course	Course Name	Credits
	RTDE 1110	Medical Terminology	3.5
	RTDE 1120	Essentials of Anatomy and Physiology	5
	GSDE 1854	Student Success Seminar	1.5
	GSDE 1843	English Composition	3.5
	RTDE 2650	Cardiopulmonary Pathophysiology II	3
	GSDE 1713	Algebra	4.5
GSDE1813	RTDE 1210	Respiratory Therapy Fundamentals I *	6
RTDE 1120	RTDE 1220	Cardiopulmonary Anatomy & Physiology	3.5
RTDE 1120, GSDE 1813	RTDE 1230	I Cardiopulmonary Pharmacology	3
	RTDE 1240	Applied Respiratory Sciences I	3
	GSDE 1827	Psychology	4
RTDE 1210, RTDE 1230	RT 1335	Clinical Respiratory Care I **	3
RTDE 1240	RTDE 1340	Applied Respiratory Sciences II	3
	RTDE 1350	Cardiopulmonary Pathophysiology	5
RTDE1210	RTDE 1310	*Respiratory Therapy Fundamentals II	6
RT 1335, RTDE 1310	RT 2435	* Clinical Respiratory Care II **	6
RTDE 1220	RTDE 2420	*Cardiopulmonary Anatomy & Physiology II	4
RTDE 1310	RTDE 2440	*Dynamics of Mechanical Ventilation	5.5
RTDE 2435, RTDE 2440	RT 2535	* Clinical Respiratory Care III **	6
RTDE 2440	RTDE 2540	Pulmonary Diagnostics *	3
	GSDE 1886	Medical Law and Ethics	3.5
	GSDE 1860	Professional Development	3.5
RTDE 2535, RTDE 2540	RT 2635	Clinical Respiratory Care IV **	9
	RTDE 2640	Pulmonary Rehab and Home Health Care *	1.5
RTDE1310	RTDE 2610	*Respiratory Therapy Fundamentals III	6
RTDE1350	RTDE 2650	*Cardiopulmonary Pathophysiology II	3
RTDE2540	RTDE 2620	*Entry Level Exam Preparation	1.5
RTDE 2610, RT 2635 RTDE 2620	RT DE2710	Advance Clinical Theory Overview **	9.5
RTDE 2620	RTDE 2720	*Advanced Exam Preparation	3
	GSDE 1885	Critical Thinking	3.5
	TOTAL QUARTER CREDITS		120

This course satisfies General Education requirements.

Courses are offered fully online, except * indicates a hybrid course (lecture online and labs on-campus or at an approved clinical site) and requires "C" or above to pass and ** indicates a fully on-ground course.

Length of Program: Twenty (20) months, consisting of eight (8) ten-week quarters.

Maximum class section size for this program is fifty students (50) students for on-line lecture and groups of 10 for clinical rotations and (15) for

Student must purchase a stethoscope and scrubs per their clinical site's directions prior to beginning clinical rotations

90 to 100 (A) - Excellent 80 to 89 (B) - Good 70 to 79 (C) Satisfactory Below 70 (D) Failure.

Respiratory Therapy Course Descriptions

This course satisfies General Education requirements.

Courses are offered fully online, except * indicates a hybrid course and ** indicates a fully on-ground course

RTDE 1110 MEDICAL TERMINOLOGY 3.5 Credits

This course introduces students to the language of medicine. Using a systematic approach, the student will learn roots, prefixes, and combining forms to build a medical vocabulary. Basic body system knowledge includes: The body as a whole, digestive, urinary, female reproductive, male reproductive, and nervous systems, lymphatic system, immune system, digestive system, endocrine system, and sensory system. Prerequisites: None

RTDE 1120 ESSENTIALS OF ANATOMY AND PHYSIOLOGY 5 Credits

Students will learn the structure and function for the major organ systems. This course centers on basic anatomy and physiology. Anatomy and physiology are not taught as an end in themselves, but as a basis for the comprehension for the workings of the human body in health and disease. Emphasis will be placed on the diseases, skeletal and muscular system, nervous and sensory systems, nutrition, and the cardiopulmonary system. Prerequisites: None

GSDE 1854 STUDENT SUCCESS SEMINAR 1.5 Credit

Students develop the skills necessary to achieve success in educational and career environments. Topics include: learning styles and how they relate to study skills, goal setting and establishing priorities, and understanding one's role in the work environment. Prerequisites: None

GSDE 1843 ENGLISH COMPOSITION 3.5 Credits

In this course students will focus on writing as process of sentence structure and paragraph development. Through instructions and practice, students will improve their grammatical skills and enhance their writing ability and style, while learning strategies for critically reading texts. Students will also use the writing process for composing effective written communication geared towards specific audiences in the field of Respiratory Therapy. Prerequisites: None

RTDE 2650 Cardiopulmonary Pathophysiology II 3 Credits

In this 100 % ONLINE course students will receive a detailed study of clinical assessment, diagnostic procedures, pharmacology, and mechanical ventilation as they relate to the study and treatment of cardiopulmonary disease processes. Students will interpret diagnostic procedure results from chest radiography, pulmonary function tests, electrocardiograms, and laboratory tests. Students will examine the treatment of cardiopulmonary diseases for adult, pediatric, and neonatal populations.

GSDE 1813 ALGEBRA

4.5 Credits

This course provides an introduction to various mathematics topics. Topics covered related to basic math are fractions, decimal numbers, positive and negative numbers, exponents and the metric system, algebra, equations and formulas, geometry, trigonometry, and logarithms and graphs. Prerequisites: None

RTDE 1210 RESPIRATORY THERAPY FUNDAMENTALS I *

6 Credits

Students will learn mechanics of the pulmonary system and the relationship to respiration and cardiac function. They will also learn the principles of gas physics and oxygen, aerosol, and humidity therapies, in addition to potential hazards associated with oxygen therapy. Study of the different delivery devices and learn how to assemble equipment is included. Prerequisites: GSDE 1813

RTDE 1220 CARDIOPULMONARY ANATOMY & PHYSIOLOGY I

3.5 Credits

This course introduces the theoretical basis of human pulmonary anatomy, mechanics, ventilation, gas diffusion, systemic transport of gases, pulmonary renal influences on acid base relationships, caused by aging and stress.

Prerequisites: RTDE 1120

RTDE 1230 CARDIOPULMONARY PHARMACOLOGY

3 Credits

This course is designed to outline and demonstrate the various types of drugs used to treat patients with cardiopulmonary disorders. Student will understand basic terms, classification, and drug development. The student will understand formulas as they relate to the proper calculations of medications. The course will clearly identify side effects and adverse reactions associated with various medications. It will also demonstrate the proper response action that should be taken in the event that any of these things occur. Prerequisites: RTDE 1120, GSDE 1813

RTDE 1240 APPLIED RESPIRATORY SCIENCES I

3 Credits

This course is designed to provide a basic review of mathematical and algebraic concepts and their application in the field of respiratory care. In addition, it will provide the students with a foundation of basic science knowledge in the fields of general and biochemical chemistry. The students will learn fundamental inorganic chemistry principles as they apply to human body, physical principles, and basic aspects of biochemistry. Prerequisites: GSDE 1813

GSDE 1827 PSYCHOLOGY

4 Credits

The course will introduce the student to the scientific study of behavior and experience with emphasis on maturation and learning, motivation, emotion, sensation, perception and thinking. Aspects of personality and individual differences will also be studied. Prerequisites: None

RT 1335 CLINICAL RESPIRATORY CARE I **

3 Credits

During this rotation, the students will become familiar with the hospital setting, patients, rules and regulations. Perform basic respiratory functions. Review charts and understand documentation. Observe more advance functions and attend physician rounds. Prerequisites: RTDE 1210, RTDE 1230

RTDE 1340 APPLIED RESPIRATORY SCIENCES II

3 Credits

A continuation of Applied Respiratory Sciences I, this course is designed to provide review of physical principles that apply to respiratory care equipment and cardiopulmonary physiology. Students will also identify disease symptoms and their causing agents. Prerequisites: RTDE 1240

RTDE 1350 CARDIOPULMONARY PATHOPHYSIOLOGY

5 Credits

The purpose of this class is to enhance the assessment skills of the students as well as give a clear, concise, understanding of respiratory disease processes. This course provides the student the opportunity to understand and carry out duties under the guidelines of Therapy Driven Protocols (TDP's) which are imperative in the success of patient care. These protocols are very instrumental in the team approach of patient care throughout various health care facilities. Prerequisites: None

RTDE 1310 RESPIRATORY THERAPY FUNDAMENTALS II *

6 Credits

Students will learn mechanics of the pulmonary system and the relationship to respiration and cardiac function. Airway management techniques and equipment used for establishing, securing, and maintaining the airway are reviewed. Students will learn indications for lung expansion therapy and procedures involved, in addition to indications and procedures involved in bronchial hygiene and ad unctive therapy.

Prerequisites: RTDE 1240

RT 2435 CLINICAL RESPIRATORY CARE II **

6 Credits

Students will examine the pathologies of the cardiopulmonary systems and recognize the manifestations and systems of restrictive pulmonary disease. This will include screening, surgical risk evaluation, assessment of disease progression, and determination of pulmonary disability with modification of the therapeutic approach to the patients' care plan. Prerequisites: RT 1310, RTDE 1335

RTDE 2420 CARDIOPULMONARY ANATOMY &PHYSIOLOGY II

4 Credits

This course introduces the theoretical basis of human pulmonary anatomy, mechanics, ventilation, gas diffusion, systemic transport of gases, pulmonary renal influences on acid base relationships, in the neonate and the child.

Prerequisites: RTDE 1220

RTDE 2440 DYNAMICS OF MECHANICAL VENTILATION * 5.5 Credits
This course is designed to give the students a more in- depth understanding of the various forms of ventilation. A comprehensive learning of modalities, frequencies, weaning protocols, treatment of ICU patients, and trouble shooting. It will cover all respiratory disease processes using case study review and various other scenarios as they relate to the patient needing invasive non-invasive support.
Prerequisites: RTDE1310

RT 2535 CLINICAL RESPIRATORY CARE III ** 6 Credits
Students study the various types of mechanical ventilators and to recognize identification of continuous mechanical ventilation. They will learn how to set up ventilators and monitor a ventilator patient. Students will learn how to apply PEEP CPAP and intermittent mandatory ventilation. Special considerations for continuous mechanical ventilation and long-term life support are reviewed.
Prerequisites: RT 2435, RTDE 2440

RTDE 2540 PULMONARY DIAGNOSTICS * 3 Credits
This course is designed to give the student a more in depth perception of pulmonary diagnostic testing and special procedures. The students will be able to demonstrate setup, calibration, troubleshooting and cleaning of equipment. The student will be able to identify different pathology indicators for various testing. The student will also have a better understanding of function therefore aiding in better treatment for the patient. This course will also give the student an in-depth view of respiratory career specialties and clinical opportunities. Prerequisites: RTDE2440

GSDE 1887 MEDICAL LAW & ETHICS 3.5 Credits
This course provides essential legal and ethical principles for those pursuing a career in the healthcare field. It provides a foundation of all the essentials including the legal system, the patient physician relationship, professional liability and medical malpractice prevention, workplace law and ethics, medical records, confidentiality, bioethical issues, ADA, and HIPAA. Prerequisites: None

GSDE 1860 PROFESSIONAL DEVELOPMENT 3.5 Credits
This course is designed to teach students skills and resources available to seek industry employment by providing training in effective job search skills, knowledge, and attitudes. Students learn to identify and define employer expectations and applicant skills. Students also learn to identify, locate, and use primary resources for researching industry specific employers, job leads, and employer contact information. Skills developed include application preparation skills such as creating a resume, cover letter, and reference page and preparing and learning interview techniques.
Prerequisites: None

RT 2635 CLINICAL RESPIRATORY CARE IV **

6 Credits

This course is designed to allow the student to combine all aspects of patient care and apply those to treating the patient. The student will demonstrate sound knowledge in understanding patho-physiological disorders in adult, neonates and pediatrics. The student will understand and perform ventilator modalities of care. Prerequisites: RT 2535, RTDE2540

RTDE 2640 PULMONARY REHAB AND HOME HEALTH CARE * 1.5 Credit

The student will understand how to provide respiratory care at non-traditional sites utilizing team approach and medical direction is the focus of this course. Continuous O2 therapy, long term mechanical ventilation, and in home planned rehabilitation will be addressed. Prerequisites: None

RTDE 2610 RESPIRATORY THERAPY FUNDAMENTALS III * 6 Credits

This course will cover the assessment and treatment of neonatal and pediatric patients. Students will be introduced to airway management, oxygen therapy, bronchopulmonary hygiene techniques, neonatal pediatric respiratory pharmacology, and resuscitation techniques as they relate to the care of neonatal and pediatric patients. Students will receive a detailed study of invasive, non-invasive, and high-frequency mechanical ventilation, and other methods of ventilator support as they relate to neonatal and pediatrics. Prerequisites: RTDE 1310

RTDE 2620 ENTRY LEVEL EXAM PREPARATION 1.5 Credit

This course offers a comprehensive review of respiratory concepts mastered in the program clinically and or theoretically. The course will provide the student the opportunity to review refresh any specific areas of concern to help optimize respiratory therapy credentialing examination success for the NBRC's TMC Examination. Prerequisites: RTDE2540

RTDE 2710 ADVANCE CLINICAL THEORY OVERVIEW ** 9.5 Credits

This course offers a comprehensive overview of theory and clinical functions. Students will learn, practice and apply all required calculations, drugs and modalities to various patients and patient scenarios. The course will offer comprehensive review of diagnostics, assessment of disease and critical thinking skills.

Prerequisites: RTDE 2610, RT 2635, RTDE2620

RTDE 2720 ADVANCED EXAM PREPARATION 3 Credits

This course is a continuation of Respiratory Therapy Exam Preparation I and offers a comprehensive review of all concepts mastered in the program clinically and or theoretically. The course will provide the student the opportunity to review refresh any specific areas of concern to help optimize respiratory therapy credentialing examination success for the NBRC's TMC Examination. In addition, the student will take a mock Therapist Multiple Choice Examination (TMC) and Clinical Simulation Examination. Prerequisites: RTDE 2620

GSDE 1885 CRITICAL THINKING 3.5 Credits

This course explores the process of thinking critically and guides students in thinking more clearly, insightfully and effectively. Concrete examples from students' experience and contemporary issues help students develop the abilities to solve problems, analyze issues, and make informed decisions within their careers and within their personal lives. Varied readings, structured writing assignments and classroom discussions will help guide students through critical thinking rationale and reasoning. Prerequisites: None

LANCASTER

YTI Career Institute - Lancaster
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1-800-557-6326
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Accreditation

YTI Career Institute Lancaster is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), which is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code. ACCSC defines YTI Career Institute Lancaster as a branch campus of YTI Career Institute York, located at 1405 Williams Road, York, PA 17402. Telephone number 717-757-1100, toll-free 1-800-227-9675, and fax number 717-757-4964. The web site is www.yti.edu.

The Health Information Management program is programmatically accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

License

YTI Career Institute - Lancaster is licensed by:

State Board of Private Licensed Schools, Department of Education,
Commonwealth of Pennsylvania

The documents describing licensure and accreditations for YTI Career Institute Lancaster are available for viewing in the lobby of each campus or by request to the Campus Director of Operations and Education.

Degree Authority

In 2003, YTI Lancaster was granted approval by the Division of Academic Programs, Pennsylvania Department of Education, to award the Associate in Specialized Business Degree to graduates of the Culinary Arts Restaurant Management program and the Criminal Justice & First Response program. The Health Information Technology program (now Health Information Management) was approved to award the Associate in Specialized Technology degree in 2012.

History

YTI Career Institute serves students and employers throughout Central Pennsylvania and the surrounding areas. YTI started offering career-focused educational programs in 1967 and remains committed to that purpose today. In the fall of 1999, YTI opened an additional location at the Lancaster County Career & Technology Center - Mt. Joy and began offering the Culinary Arts Restaurant Management program. The demand for the program increased, and YTI added another location in Mt. Joy to accommodate additional students in the fall of 2000. The Pastry Arts program was also added that fall.

Due to the success of the culinary programs, YTI decided to purchase a 52,000 square-foot facility located at 3050 Hempland Road, Lancaster, PA, to accommodate its growing student population. This new location provided the opportunity to add additional programs. In the fall of 2003, YTI closed the Mt. Joy locations and opened its Lancaster campus. In 2023, the Lancaster campus moved to 380 Centerville Road.

YTI Career Institute Lancaster operates the Culinary Arts Restaurant Management and Pastry Arts programs d b a The Pennsylvania School of Culinary Arts.

Due to strong market demands, the allied health division was created and started its first program, Medical Assistant in July 2004. Medical Billing & Coding was added in October 2005. (YTI Lancaster is no longer enrolling in the Medical Assistant program.)

In 2006, the name of the campus was changed to YTI Career Institute-Lancaster. Also in 2006, YTI purchased the Computer Learning Network schools in Altoona and Mechanicsburg. YTI has grown significantly from its small beginnings some 47 years ago and now serves a population of approximately 600 students at its campuses. The YTI schools remain committed to its mission of serving the career and personal goals of students and meeting the employment needs of businesses in the local region.

Facilities

The Lancaster campus, located at 380 Centerville in Lancaster, PA, is approximately 3,100 square feet.

The culinary facilities include kitchen laboratories with hand-washing, scullery, and vegetable preparation sinks work tables combination, convection, pizza, and conventional ovens refrigerators and freezers burner top stoves griddles broilers tilt skillets and kettles.

An instructional dining room features a bar, service station, computer station for orders to the kitchen, dining tables, and chairs.

Memberships & Affiliations

Accrediting Commission of Schools & Colleges (ACCSC)

American Academy for Professional Coders

American Culinary Federation

American Health Information Management Association

Imagine America Scholarship Foundation

Mid-Atlantic Association of Career Schools (MAACS)

Pennsylvania Restaurant and Lodging Association

Pennsylvania Training Assurance Fund

Lancaster Programs of Study

Culinary Arts Restaurant Management

YTI Career Institute - Lancaster offers an Associate in Specialized Business degree in Culinary Arts Restaurant Management. The Culinary Arts Restaurant Management program focuses on instruction in both cooking and restaurant management that is critical to the successful operation of a quality food service facility. Cooking, baking, management, career development, and an externship experience give the students the appropriate foundation to secure entry-level positions such as prep cook, line cook, assistant food service manager, assistant food and beverage manager, and assistant restaurant manager.

Prerequisite	Course Number	Course Name	Credits
	CRDE 1145	Basic Skills	7
	CRDE 1155	Sanitation *	3
	GSDE 1855	Student Success Seminar *	1.5
	GSDE 1895	Basic Computer Fundamentals *	2
	GSDE 1815	Food Service Math *	2.5
CRDE 1145	CRDE 1215	Culinary Techniques	7
	GSDE 1835	Communications for Hospitality *	3
	GSDE 1824	Human Relations I for Hospitality *	2
	CRDE 1225	Food History *	3
CRDE 1145	CRDE 1355	Food Preparation	6
	CRDE 1870	Food & Beverage Management *	2
	CRDE 1375	Facility Layout and Design *	2
	CRDE 1385	Introduction to Hospitality Marketing *	2
	CRDE 2415	Introduction to Baking	4
CRDE 1215, CRDE1355	CRDE 2425	Regional Cooking	6
	CRDE 2435	Introduction to Nutrition *	3
CRDE 2425	CRDE 2515	Advanced Culinary Techniques	7
GSDE 1824	GSDE 1828	Human Relations II for Hospitality *	2
	CRDE 2525	Menu Planning & Development *	2
	CRDE 2535	Wine & Bar Management *	2
	GSDE 1864	Professional Development I *	3
CRDE 2515	CRDE 2615	Practice Cooking for Restaurants	8
	GSDE 1848	Analytical Written Communication *	3
	CRDE 2625	Fundamentals of Food Service *	1
GSDE 1863	GSDE 1868	Professional Development II *	1
All previous courses	CR 7300	Externship **	12
		TOTAL QUARTER CREDITS	97

This course satisfies General Education requirements

Courses are delivered in a hybrid format, except * indicates course is fully online, and ** indicates course is fully on-ground

Length of Program: Twenty (20) months, consisting of eight (8) ten-week quarters.

The Culinary Arts Restaurant Management program is offered in a Hybrid instructional delivery format, with didactic instruction occurring online, hands-on labs occurring on campus and final term Externship occurring off campus. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Labs are scheduled 2-3 times per week. Students will need to reserve approximately 25-30 hours per week for educational activities and study.

Maximum class section size for this program is fifty (50) students for on-line lecture and twenty-four students (24) in lab.

Culinary Arts/ Restaurant Management Course Descriptions

This course satisfies General Education requirements

Courses are delivered in a hybrid format, except * indicates course is fully online, and ** indicates course is fully on-ground

CRDE1145 BASIC SKILLS 7 Credits

The course will cover proper sanitation and safety in the kitchen, measurements, the chemistry of cooking, basic knife skills, use and identification of herbs and spices, and stocks and sauces. Students will also learn the safe operation of kitchen equipment utilized in the food service industry. Prerequisites: None

CRDE 1155 SANITATION * 3 Credits

In this course, the students will be introduced to the challenges in maintaining proper sanitation procedures in the food service industry. Some vocabulary words will be identified at the onset to provide proper terminology for future lessons. Much of the emphasis will be placed on identification of food borne illnesses and how to prevent them. Proper sanitation techniques will be discussed. The various types of microorganisms which can transmit disease will be identified, and the procedures to eliminate contamination will be analyzed. Students will then integrate this material to a working environment utilizing the proper steps to prevent contamination, eliminating the possibility of food borne illnesses. Prerequisites: None

GSDE 1855 STUDENT SUCCESS SEMINAR * 1.5 Credit

Students develop the skills necessary to achieve success in educational and career environments. Topics include: learning styles and how they relate to study skills, goal setting and establishing priorities, and understanding one's role in the work environment. Prerequisites: None

GSDE 1895 BASIC COMPUTER FUNDAMENTALS * 2 Credit

This course offers the basics of computers and their operations. This course will provide instruction on the use of the computer to support the educational process and as an information resource in all aspects of the student's life. Prerequisites: None

GSDE 1815 FOOD SERVICE MATH *

2.5 Credits

This course helps the student understand the step-by- step methods for using food service mathematics, from calculating yields to the fundamentals of recipe costing. Proper measuring techniques, basic conversion with units of measure, percentages, solving for X in a formula, portion cost, and applying percentages in the kitchen are also covered. Prerequisites: None

CRDE 1215 CULINARY TECHNIQUES

7 Credits

The course covers vegetables and starches, soups, salads and dressings, sandwich preparation, egg preparations, and breakfast and brunch production. The cooking methods learned in prior courses are used in the production of the above listed items, and additional skills in presentation and restaurant production are also learned. Prerequisites: CRDE 1145

GSDE 1835 COMMUNICATIONS FOR HOSPITALITY *

3 Credits

This course includes the basics of English grammar, punctuation, spelling, vocabulary, and writing as needed for preparing effective written communications in the hospitality industry. Emphasis is placed on preparing letters, emails, memos, instructions, and proposals, as used in hospitality. Students also learn to research, prepare, and deliver a variety of formal and informal presentations, as they apply to the field, including delivery of oral instructions and business proposals. Additional skill development includes learning to use outside resources to conduct primary research essential for effective communication, as well as edit communications pieces for consistency and organization. Prerequisites: None

GSDE 1824 HUMANS RELATIONS I FOR HOSPITALITY *

2 Credits

This course is designed to help students develop basic competencies in human relations applicable to social and professional settings. Topics include understanding oneself and others, teamwork, interpersonal communications, and understanding the diverse nature of others. Prerequisites: None

CRDE 1225 FOOD HISTORY *

3 Credits

This course is a comprehensive study of food history from its beginning to the present, including topics such as the beginning of agriculture, the domestication of animals as a food source, and the effects of climate and region on diets. Students will trace the etiquette of food and the effects of time and class on diets from the birth of civilization to the present state of food preservation. Other topics covered include the application of sanitary control and the development and variation of cooking methods. Prerequisites: None

CRDE 1355 FOOD PREPARATION

6 Credits

The course teaches the fundamentals of poultry, meat, and seafood identification and fabrication cooking methods: poaching, broiling grilling, roasting, frying sautéing, and stewing braising and soup production and vegetables & starch. Prerequisites: CRDE 1145

CRDE 1870 FOOD & BEVERAGE MANAGEMENT * 2 Credits

The elements of purchasing, the study of product market forms, how to purchase, receive, store, and price items are studied. The legal responsibilities of the restaurant and the manager to laws, the employee and the customer will be discussed. Prerequisites: None

CRDE 1375 FACILITY LAYOUT & DESIGN * 2 Credit

The course introduces the student to the principles of restaurant design. Food service equipment, how to plan a kitchen layout, and how the design relates to the menu of an operation are discussed. How to plan a dining room layout which reflects the restaurant's concept is covered. How to purchase equipment, how to maintain it, and the small wares needed are discussed. Prerequisites: None

CRDE 1385 INTRODUCTION TO HOSPITALITY MARKETING * 2 Credits

This course gives an overview of marketing principles including promotions, advertising and public relations. The course discusses the differences between marketing and sales and how basic marketing principles apply to different types of food service operations. Students develop a marketing plan for their concept operations. The course services as a guide on how to properly market your business through successful strategies. Prerequisites: None

CRDE 2415 INTRODUCTION TO BAKING 4 Credits

This course will serve as an introduction to baking. Fundamental skills necessary for the production of savory and sweet items will be covered. Classes will include yeast products, basic dough production for cookies and pies, cake making and finishing, custards, glazes, and fillings. Prerequisites: None

CRDE 2425 REGIONAL COOKING 6 Credits

The student's knowledge of food and cooking methods is applied to a diversity of preparations and dishes. The foods of Italy, France and a variety of American regions are explored. Prerequisites: CRDE 1215, CRDE 1355

CRDE 2435 INTRODUCTION TO NUTRITION * 3 Credits

The course deals with the introductory principles of nutrition, including current issues, the essential nutrients, food sources, physiological functions as related to human growth and well-being throughout life, and aspects of nutrition relating to restaurant management and menu offerings. Emphasis is placed on the Food Pyramid as a means to provide a wholesome, well-balanced menu and encourage healthy diet selections. Students are required to keep a food intake diary and complete nutritional analysis on various menu items. Proper storage and cooking techniques will be discussed as keys to keeping the nutritional value of foods intact. Analysis of product packaging and nutritional labeling will allow the students to become familiar with purchasing strategies for maintaining healthy foods. Prerequisites: None

- CRDE 2515 ADVANCED CULINARY TECHNIQUES 7 Credits**
 The student's knowledge of food and cooking methods are applied to a diversity of preparations and dishes. World cuisine, hors d'oeuvres, pates and terrines, buffet production and the use of pastry with savory food products are covered.
 Prerequisites: CRDE 2425
- GSDE 1828 HUMANS RELATIONS II FOR HOSPITALITY * 2 Credits**
 The course discusses the role of a supervisor in the food service industry. The student will understand the leadership, human relations and personnel management skills needed to be successful as a food service manager. Prerequisites: GSDE 1824
- CRDE 2525 MENU PLANNING & DEVELOPMENT * 2 Credit**
 This course discusses all aspects of menu planning, from nutrients and meal planning, to market analysis and profitability. Students learn how to create objectives, strategic plans, and operating budgets. They study the eating habits of consumers in different segments of the foodservice industry, as well as government regulation, industry factors, and technology, as it pertains to the markets. Additional skills developed included procedures for cost analysis, equipment analysis, and menu factor analysis, as well as menu and recipe development. Prerequisites: None
- CRDE 2535 WINE & BAR MANAGEMENT * 2 Credit**
 The course gives an overview of the history of wine making and the methods used in the production of wines. Major wine producing regions and the most noted wines from these regions are discussed. How to select wine for a wine menu and the relationship of wine to food, as either a compliment or a contrast, are explained. The course also teaches the basics of how to mix drinks, serve, and price them. Cost and labor controls as well as inventory control for the bar operation, are covered. Students learn how to calculate mark-up for liquor, determine portions size and how to develop a bar menu. Prerequisites: None
- GSDE 1864 PROFESSIONAL DEVELOPMENT I * 3 Credits**
 This course is designed to teach students skills and resources available to seek industry employment by providing training in effective job search skills, knowledge, and attitudes. Students also learn to identify and define employers' expectations and applicant skills. Students also learn to identify, locate, and use primary resources for researching industry specific employers, job leads, and employer contact information. Skills developed include application preparation skills such as creating a resume, cover letter, and reference page and preparing and learning interview techniques. Prerequisites: None
- CRDE 2615 PRACTICE COOKING FOR RESTAURANTS 8 Credits**
 The course will cover various styles of service and cuisines within a concept restaurant defined by the student group. The cuisines offered will be Classical, International and American Regional. Production and preparation will include previously learned techniques and additional techniques particular to the restaurant concept. From their restaurant's data, students will draw an analysis of guest's preferences for menu modification including forecasting and costing. Prerequisites: CRDE 2515

GSDE 1848 ANALYTICAL WRITTEN COMMUNICATION * 3 Credits

This capstone to the student's studies is a writing intensive course. It is designed to allow the students to develop a concept, assess the components of the concept, and organize these components into a final paper, which they present to the class. The course gives the student an understanding of how to develop and write a concept paper and analyze a subject. Prerequisites: None

CRDE 2625 FUNDAMENTALS OF FOOD SERVICE * 1 Credit

Principles and techniques necessary for the performance of proper food and beverage service reflecting the variety of operations in the hospitality industry. Activities will provide students with knowledge to develop skills in French, Russian, American and Banquet service, as well as the principles of dining room supervisor and management. Prerequisites: None

GSDE 1868 PROFESSIONAL DEVELOPMENT II * 1 Credit

This course is designed as a continuation of Professional Development I. Students learn to take researched information and implement it in the self-directed job search. Areas of concentration include: shadowing, telephone cold calling, techniques and tips for interviewing, the Mock Interview, and applying for career positions using both electronic applications and traditional means of mailing employment documents. Students will practice using online portfolios as a tool for application. Other areas of concentration will include review of interview questions and the creation of the Externship Job Goals Project. All Externship paperwork will be reviewed and finalized. Student will review short and long term career planning including the steps in reaching goals and managing obstacles. Additionally, students will be introduced to further certifications and memberships offered by the American Culinary Federation to enhance personal employability options and traits. Prerequisites: GSDE 1863

EX 7310 EXTERNSHIP ** 12 Credits

Upon successful completion of all previous courses, students participate in a 360-hour externship during their final term. Typically, externs will be scheduled for a minimum of 30 hours per week. The externship assignment may entail a morning, afternoon or evening schedule that may include weekdays or weekends. Learning takes place on the job as students experience first-hand the day-to-day operations of the business. Supervised externships are customized to each student's abilities and capabilities. Weekly reports will be submitted by the student to document his/her externship activities and learning. The sponsoring externship host will also evaluate the student. In addition, evaluations are made by the extern supervisor based on a visitation and observations. Prerequisites: All previous courses

Pastry Arts

YTI Career Institute Lancaster offers a diploma program in Pastry Arts. The program focuses on instruction in basic skills and advanced techniques, which are critical to bake shop operations. Measurements, sanitation, fundamental baking techniques, bake shop purchasing and pricing, and the externship experience give students the foundation for entry-level positions as bakers, pastry cooks, and assistant pastry chefs in a wide variety of food service operations.

Prerequisite	Course Number	Course Name	Credits
	PADE 1115	Introduction to Baking & Pastry	8
	PADE 1125	Sanitation *	2
	PADE 1135	Food & Beverage Management *	2
	GSDE 1955	Career Development I *	2
	GSDE 1855	Student Success Seminar *	1.5
	PADE 1145	Food Service Math *	2
	PADE 1215	Classical Pastry	7
	PADE 1225	International Breads	4.5
	PADE 1235	Cake Decoration I	4.5
	PADE 1245	Basic Supervision *	1.5
GSDE 1955	GSDE 1956	Career Development II *	1.5
	PADE 1315	Pastry Presentation	7
PADE 1235	PADE 1335	Cake Decoration II	4
	PADE 1355	Retail Pastry Production	4.5
	GSDE 1825	Basic Human Relations*	1.5
	GSDE 1875	Basic Nutrition *	1.5
All previous courses	PA 7310	Externship **	12
TOTAL QUARTER CREDITS			67

Courses are delivered in a hybrid format, except * indicates course is fully online, and ** indicates course is fully on-ground.

Length of Program: Twelve (12) months, consisting of five (5) ten-week quarters.

The Pastry Arts program is offered in a Hybrid instructional delivery format, with didactic instruction occurring online, hands-on labs occurring on campus and final term Externship occurring off campus. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Labs are scheduled 2-4 times per week. Students will need to reserve approximately 25-30 hours per week for educational activities and study.

Maximum class size for this program is fifty (50) students for on-line lecture and eighteen (18) students in lab.

Pastry Arts Course Descriptions

Courses are delivered in a hybrid format, except * indicates course is fully online, and ** indicates course is fully on-ground.

PADE 1115 INTRODUCTION TO BAKING & PASTRY 8 Credits

This course will serve as an introductory to baking. Fundamental skills necessary for the production of savory and sweet items will be covered. Class will include basic dough production for cookies and pies. This course will also cover basic knife skills and different types of cuts. Prerequisites: None

PADE 1125 SANITATION * 2 Credits

In this course, the students will be introduced to the challenges in maintaining proper sanitation procedures in the food service industry. Some vocabulary words will be identified at the onset to provide proper terminology for future lessons. Much of the emphasis will be placed on identification of food borne illnesses and how to prevent them. Proper sanitation techniques will be discussed. The various types of microorganisms which can transmit disease will be identified, and the procedures to eliminate contamination will be analyzed. Student will then integrate this material to a working environment utilizing the proper steps to prevent contamination, eliminating the possibility of food borne illnesses. Prerequisites: None

PADE 1135 FOOD & BEVERAGE MANAGEMENT * 2 Credit

The elements of purchasing, the study of product market forms, how to purchase, receive, and store and price items are studied. The legal responsibilities of the restaurant and the manager to laws, the employee and the customer will be discussed. Prerequisites: None

GSDE 1955 CAREER DEVELOPMENT I * 2 Credit

This course is designed to help students seek industry employment by providing training in effective job search skills, knowledge, and attitudes. Topics include: employer expectations, finding job leads, organizing a job search, resume preparation, employer telephone email contacts, and employment applications. To assist students in career development activities, the course will provide instruction on the use of the computer to support the educational process and as an information resource in all aspects of the student's life. Prerequisites: None

GSDE 1855 STUDENT SUCCESS SEMINAR * 1.5 Credit

Students develop the skills necessary to achieve success in educational and career environments. Topics include: learning styles and how they relate to study skills, goal setting and establishing priorities, and understanding one's role in the work environment. Prerequisites: None

PADE 1145 FOOD SERVICE MATH *

2 Credits

This course helps the student understand the step-by- step methods for using food service mathematics, from calculating yields to the fundamentals of recipe costing. Proper measuring techniques, basic conversion with units of measure, percentages, solving for X' in a formula, portion cost, and applying percents in the kitchen are also covered. Prerequisites: None

PADE 1215 CLASSICAL PASTRY

7 Credits

The course develops the skills needed for fine pastry production. Emphasis is placed on quantity production, finishing, and decoration of individual and miniature pastries. How to work with a variety of products to create different finishes is learned. This culminates in a buffet presentation, which allows the students to showcase the skills that they have learned throughout the course. Prerequisites: None

PADE 1225 INTERNATIONAL BREADS

4.5 Credits

The course covers basic bread making to develop their skills necessary to produce artisan-style yeast-raised breads from a number of international cultures and cuisines. Students will learn to convert small recipes into large production formulas.

Prerequisites: None

PADE 1235 CAKE DECORATION I

4.5 Credits

In this course, the student will develop the skills necessary to produce and decorate special occasion cakes. The course focused on the production of baked sponge cakes, different types of icings and fillings and the correct layering and assembly of the cakes. Piping and enrobing skills are emphasized in this class. Prerequisites: None

PADE 1245 BASIC SUPERVISION *

1.5 Credit

The course discusses the role of a supervisor in the food service industry. The student will understand the role of the supervisor with regard to responsibilities, leadership and decision making. Prerequisites: None

GSDE 1956 CAREER DEVELOPMENT II *

1.5 Credit

This course is designed to help students seek industry employment by providing training in effective ob search skills, knowledge, and attitudes. Topics include: building a portfolio, interviewing techniques, externship planning and expectations, career preparation, employer expectations, finding ob leads, organizing a ob search, employer telephone email contacts, employment applications, and networking. Prerequisites: GSDE 1955

PADE 1315 PASTRY PRESENTATION

7 Credits

In this course, the student will develop the skills necessary to produce rolled, molded and dipped ganaches, showpieces made from couverture, pastillage and pulled, blown and cast sugar as well as restaurant quality plated desserts. The skills and techniques taught in this class cumulate in a final Capstone presentation.

Prerequisites: None

PADE 1335 CAKE DECORATION II

4 Credits

In this course, the student will develop the skills necessary to produce and decorate advanced special occasion cakes. The course focuses on the production of tiered cakes, sculptured cakes, advanced fondant and gum paste techniques and airbrushing. Sculptured modeling chocolate will also be taught in combination with 3 dimensional cakes. Prerequisites: PADE 1235

PADE 1355 RETAIL PASTRY PRODUCTION

4.5 Credits

The course develops the skills needed for retail pastry production. Emphasis is placed on organization of the bake shop, efficient production methods, working with customers and completing orders in a timely manner. This course focuses on the development of production skills and an understanding of quality standards as they relate to American and European- style breads, breakfast pastries, dessert pastries and custom order cakes as well as decoration and presentation to industry standards. Prerequisites: None

GSDE 1825 BASIC HUMAN RELATIONS

1.5 Credit

This course is designed to help the student develop competencies in human relations applicable to social and professional settings. Topics include understanding one's self and others, managing stress to meet the demands of life and work, teamwork, organizational effectiveness, interpersonal communications and organizational communications, understanding the diverse nature of others, and working with difficult people in difficult situations. Prerequisites: None

GSDE 1875 BASIC NUTRITION *

1.5 Credit

This course has been developed to introduce students to food chemistry and how it relates to the nutritional value of food. Emphasis is placed on the Food Guide Pyramid and how the student, as a chef or manager, can provide customers with nutritional well-balanced menu selections to encourage a healthy diet. Proper storage and cooking techniques will be discussed as keys to keeping the nutritional value of foods intact. Analysis of product packaging and nutritional labeling will allow the students to become familiar with purchasing strategies for maintaining healthy foods. Prerequisites: None

PA 7310 EXTERNSHIP **

12 Credits

Upon successful completion of all previous courses, students participate in a 360-hour externship during their final term. Typically, externs will be scheduled for a minimum of 30 hours per week. The externship assignment may entail a morning, afternoon or evening schedule that may include weekdays or weekends. Learning takes place on the job as students experience first-hand the day-to-day operations of the business. Supervised externships are customized to each student's abilities and capabilities. Weekly reports will be submitted by the student to document his/her externship activities and learning. The sponsoring externship host will also evaluate the student. In addition, evaluations are made by the extern supervisor based on a visitation and observations. Prerequisites: All previous courses

YORK

YTI Career Institute York
1405 Williams Road
York, PA 17402
Phone: 717-757-1100 or
1-800-227-9675
Fax: 717-757-4964

Accreditation

YTI Career Institute - York is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), which is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code.

The Veterinary Technician program is programmatically accredited by the American Veterinary Medical Association - Committee on Veterinary Technician Education and Activities (AVMA-CVTEA).

Additional Instructional Locations

Several classes for the Veterinary Technician program may be held at:

Leg Up Farm, 4880 N. Sherman Street, Mt. Wolf, PA 17347
White Oak Farm, White Oak Road, Windsor, PA 17366
Brubaker Farms, 439 Musser Road, Mt. Joy, PA 17552

License

YTI Career Institute - York is licensed by:

State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania

The documents describing licensure and accreditations for YTI Career Institute York are available for viewing in the lobby of each campus or by request to the Campus Director of Operations and Education.

Degree Authority

In 1987, YTI York was granted approval by the Division of Academic Programs, Pennsylvania Department of Education, to award the Associate in Specialized Technology Degree and the Associate in Specialized Business Degree.

History

YTI Career Institute York is a private post-secondary institution of higher education serving south-central Pennsylvania and northern Maryland. The Institute offers degree programs, as well as programs leading to professional certifications and diplomas.

YTI was established in 1967, when local businessmen in York, Pennsylvania, started a co-educational institution to train entry-level draftsmen in response to the expressed needs of area industries. The initial location of the Institute was on Richland Avenue in York. The first program was in Design Drafting Technology. In 1979, the National Association of Trade and Technical Schools (now known as the Accrediting Commission of Career Schools & Colleges) granted its initial accreditation to the institution. In 1981, the Institute moved to West King Street in downtown York. It began offering a program in Electronics Technology in 1984. One year later, it moved to a location on Whiteford Road in Springettsbury Township, a nearby suburb.

In 1985, the Institute expanded its program offerings with its initial business programs. The Institute developed these programs as a result of market research showing the York area had viable employment needs in these fields. In 1987, the Pennsylvania Department of Education authorized YTI to award the Associate in Specialized Technology and Associate in Specialized Business degrees.

In the fall of 1992, the Institute leased additional classroom facilities at the Cyber Center on Pennsylvania Ave in York, and began offering a diploma program in Heating, Air Conditioning, and Refrigeration Technology (now the HVACR program) at the site. In the face of continually increasing enrollments and new program offerings, the Institute purchased 13 acres on Williams Road in Springettsbury Township and broke ground in the summer of 1994 for a new 60,000 square foot facility.

In July 1995, the Institute moved into its new campus and more technology programs were added.

At the beginning of 1999, another Associate in Specialized Business Degree program in Culinary Arts Restaurant Management was introduced and in 2000, the Institute began offering a diploma program in Pastry Arts. The majority of the Culinary Arts Restaurant Management program and Pastry Arts program were offered at the Culinary Arts Center of Lancaster County Career and Technology located in Mount Joy, Pennsylvania.

In October 2003, YTI established a branch campus, York Technical Institute-Lancaster, to consolidate the culinary programs and provide opportunities for new programs in the future.

In 2006, YTI changed its name to YTI Career Institute – York and the name of its branch campus to YTI Career Institute - Lancaster. Also in 2006, YTI purchased the Computer Learning Network schools in Altoona and Mechanicsburg.

Due to the success of the motorcycle program, YTI decided to open the Motorcycle Technology Center (MTC), a 15,000 square foot facility located at 52 Grumbacher Road to accommodate its growing Motorsports Technology program. The MTC closed in October 2018.

YTI has grown significantly from its small beginnings some 47 years ago and now serves a population of approximately 600 students at its campuses. The YTI schools remain committed to the mission of serving the career and personal goals of students and meeting the employment needs of business in the local region.

Facilities

The main campus, located at 1405 Williams Road, is a one floor, 60,000 square foot facility, housing 29,460 square feet of learning space, student and faculty lounges, a learning resource center, and conference rooms. Classrooms feature overhead projection units and internet access.

The industry-modeled Dental Assisting clinical laboratory is equipped with five dental chairs and practice patient exam stations, sterilization equipment, and both manual and digital radiography areas.

The Electronics Laboratory includes provisions for training in basic, semiconductor and digital electronics, telecommunications (cable and satellite), fiber optics, security systems, residential electrical service, and home theater. The HVACR Laboratory houses multiple heating, A/C, and refrigeration units to enhance the learning process, as well as a lab dedicated to the first term. The Electrical Technology lab includes several studded-out walls as well as a stick-built house in which to practice commercial and residential wiring techniques.

The Veterinary Technician exam room lab contains two classroom lab spaces, an exam room lab, a surgical prep area and a surgical suite, a radiography area and darkroom, areas to house lab and small animals, laundry equipment, and animal food prep areas.

Outdoor recreational areas include a patio, picnic tables, and lawn area available for use by staff and students. The building is smoke free, air-conditioned, handicapped accessible, and ADA compliant. Students may park in marked parking spaces. Designated handicapped parking is available near each entrance to the facility. Students are prohibited from parking in spaces marked and reserved for Visitors. Improperly parked vehicles will be towed. The speed limit on YTI-York property is 15 miles per hour.

Members & Affiliations

Accrediting Commission of Career Schools & Colleges (ACCSC)
American Association of Collegiate Registrars and Admissions Officers
American Association of Medical Assistants
American Association for Higher Education
Association for Career & Technical Education
Association of Builders & Contractors Keystone Chapter
Career Education Colleges and Universities (CECU)
COMP TIA
Imagine America Scholarship Foundation
Mid-Atlantic Association of Career Schools (MAACS)
National Association for Colleges and Employers
National Association for College Activities
Pennsylvania Associate of Student Financial Aid Administrators (PASFAA)
Pennsylvania Library Association
Pennsylvania Training Assurance Fund
Refrigeration Service Engineers Society

Computer Aided Drafting and Design

YTI Career Institute - York offers the Associate in Specialized Technology degree in Computer Aided Drafting and Design. Students will gain an understanding of manual drafting through sketching. Drawings which illustrate architectural civil and mechanical drafting and design will be accomplished using CAD. The Computer Aided Drafting and Design (CADD) program prepares graduates for a variety of entry-level positions in architecture, construction, manufacturing, and civil engineering drawing teams as CAD drafters, design drafters, and detailers.

Prerequisite	Course	Course Name	Credits
	GSDE 4025	Career Success Seminar	3
	GSDE 4015	Mathematics	3
	DDDE 1160	Basic Drafting Theory	3
	DDDE 1170	Introduction to CAD	4
	GSDE 4055	Computer Software Applications	4
GSDE 4015	GSDE 4045	Applied Geometry	4
DDDE 1160	DDDE 1240	Mechanical Drafting Theory	4
DDDE 1240	DDDE 1250	Mechanical Drafting CAD	4
GSDE 4045	GSDE 4085	Applied Trigonometry	4
DDDE 1240	DDDE 2350	Mechanical Design Theory	4
DDDE 1170	DDDE 2360	CAD 3D Modeling	7
	GSDE 4065	Communications for Drafters	6
DDDE 1240	DDDE 2440	Civil Theory	7
DDDE 2360	DDDE 2450	Civil CAD	7
	GSDE 4075	Professional Development	3
DDDE 2440	DDDE 2550	Residential Architectural Theory	4
DDDE 2450	DDDE 2560	Residential Architectural CAD	5
DDDE 2550	DDDE 2640	Commercial Architectural Theory	5
DDDE 2560	DDDE 2650	Commercial Architectural CAD	7
All previous courses	DDDE 2700	Capstone Project in Computer Aided Drafting and Design	12
TOTAL QUARTER CREDITS			100

This course satisfies General Education requirements.

Length of Program: Twenty (20) months, consisting of eight (8) ten-week quarters.

The Computer Aided Drafting and Design program is offered in a fully online instructional delivery format with both didactic instruction and lab simulations occurring online. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Students will need to reserve approximately 25-30 hours per week for educational activities and study.

Maximum class section size in this program is fifty (50) students

Computer Aided Drafting and Design Course Descriptions

This course satisfies General Education requirements.

Courses are offered fully online

GSDE 4025 CAREER SUCCESS SEMINAR 3 Credits
Students will explore and develop the skills necessary to prepare them for success in their career fields, such as goal setting, understanding employee policies, locating resources, managing time and money, building teams, and developing leadership skills. They will utilize computer software applicable to their career disciplines and job searches. Students will also be introduced to concepts that are crucial for success in their career cycle, such as critical thinking, problem solving, self-marketing, and networking. Prerequisites: None

GSDE 4015 MATHEMATICS 3 Credits
This course begins with a review of mathematics, including common fractions, decimals, conversions, averages, ratios and proportions, and percentages. Students then learn to solve problems using basic algebra, including geometry of squares, rectangles, triangles, circles, polygons, and right angle trigonometry. Students also apply inductive and deductive reasoning to problem solving. Prerequisites: None

DDDE 1160 BASIC DRAFTING THEORY 3 Credits
Students will learn basic drafting theory and techniques including scales, sketching, and special relationships. Basic dimensioning techniques, dimension applications and units of measurement are covered. Students will become proficient in orthographic projections and the development of views with normal, inclined, and oblique surfaces and edges. Students will be introduced to basic section, isometric views, and electrical drawings. Prerequisites: None

DDDE 1170 INTRODUCTION TO CAD 4 Credits
Introduction to the use of computers and plotters, drawing formats and layouts, scaling and dimensioning will be practiced. Orthographic drawings of various shaped parts will be produced. Multi-view drawings including various shapes, surfaces, and edges applying basic dimensioning techniques and the use of geometric constructions are drawn. Section views are drawn along with electrical drawings. Prerequisites: None

GSDE 4055 COMPUTER SOFTWARE APPLICATIONS 4 Credits
This course covers computer software applications essential to function in the business environment. Students will begin with basic word processing, and then learn to incorporate more advanced word processing applications, as well as spread sheeting and navigation of the Intranet and Internet. Key topic areas include file management techniques and the integration of Word, Excel, and PowerPoint. Students will learn to edit using key functions, create mathematical formulas, and integrate spreadsheets with other software packages. Additional areas of focus include accessing databases and primary resources to gather facts and to conduct research. Prerequisites: None

GSDE 4045 APPLIED GEOMETRY 4 Credits
This course is designed to provide students with technical math skills with an emphasis on geometry related topics. These will include unit conversions, solving for missing components of various polygons, composite figures, and circles volumes, lateral surface area, and weights of solids. Prerequisites: GSDE 4015

DDDE 1240 MECHANICAL DRAFTING THEORY 4 Credits
Students will learn the aspects of mechanical drafting. Discussions include dimensioning and drawing standards, threads, forming process, industrial piping, and welding. Prerequisites: DDDE 1160

DDDE 1250 MECHANICAL DRAFTING CAD 4 Credits
This course will continue to build the technical skills necessary to achieve success in academic and professional settings. Topics include: drafting standards, threads, tolerances, manufacturing processes, welding, and industrial piping. Prerequisites: DDDE 1240

GSDE 4085 APPLIED TRIGONOMETRY 4 Credits
Students will learn to solve for missing angles and sides of triangles. Students will solve for angles with respect to quadrants of a compass, as used in civil engineering. Right trigonometry will be covered and used to solve many types of related problems. Oblique trigonometry will be employed to help in situations where the triangles have no right angles. Students will be introduced to stair calculations, conversion of units dealing with linear, square and cubic units of measure. Prerequisites: GSDE 4045

DDDE 2350 MECHANICAL DESIGN THEORY 4 Credits
Students learn to use various measuring devices such as calipers. Drawing principles and procedures are covered for engineering drawings and drawing revisions. Subjects discussed include molded and cast parts, surface finishes, geometric tolerancing, and drive train systems. Prerequisites: DDDE 1240

DDDE 2360 CAD 3D MODELING 7 Credits
This course will continue to build the technical skills necessary to achieve success in academic and professional settings. Computer aided drafting is continued with the introduction of Three-Dimensional Modeling. Mechanical drawings include: molded and cast parts, surface finishes, drive train systems, and application of geometric tolerancing. Prerequisites: DDDE 1170

GSDE 4065 COMMUNICATIONS FOR DRAFTERS 6 Credits
This course includes the basics of English grammar, punctuation, spelling, vocabulary, and writing as needed for preparing effective written communications in a technical environment. Emphasis is placed on preparing letters, emails, memos, instructions, and proposals, as used in industry. Students also learn to research, prepare, and deliver a variety of formal and informal presentations, as they apply to the field, including delivery of oral instructions and business proposals. Additional skill development includes learning to use outside resources to conduct primary research essential for effective communication, as well as edit communications pieces for consistency and organization. Prerequisites: None

DDDE 2440 CIVIL THEORY 7 Credits
This course is designed to provide students with intermediate concepts in Civil Drafting. Topics will include surveying, legal descriptions, map reading, land site development and design, and roadway design. Prerequisites: DDDE 1240

DDDE 2450 CIVIL CAD 7 Credits
This course is designed to teach students the basics in the civil design field. Topics that will be covered include: land development, surveying, legal descriptions, site planning, grading, roadway design, and storm water piping. Students will utilize civil drafting software to create drawings including: site plans, profiles, and cross sections for a land development project. Prerequisites: DDDE 2360

GSDE 4075 PROFESSIONAL DEVELOPMENT 3 Credits
This course is designed to teach students skills and resources available to seek industry employment by providing training in effective job search skills, knowledge, and attitudes. Students learn to identify and define employer expectations and applicant skills. Students also learn to identify, locate, and use primary resources for researching industry specific employers, job leads, and employer contact information. Skills developed include application preparation skills such as creating a resume, cover letter, and reference page and preparing and learning interview techniques. Prerequisites: None

DDDE 2550 RESIDENTIAL ARCHITECTURAL THEORY 4 Credits
This course is designed to provide students with intermediate concepts in residential drafting. Topics will include residential construction practices, materials, and building codes. Prerequisites: DDDE 2440

DDDE 2560 RESIDENTIAL ARCHITECTURAL CAD 5 Credits
This course is designed to instruct students in intermediate to advanced CAD skills as they relate to residential drafting. Topics will include the use of architectural drafting design software, external references, layouts, block references, attributes, and 3-D modeling. Students will incorporate these skills into required residential drawings projects. Prerequisites: DDDE 2450

DDDE 2640 COMMERCIAL ARCHITECTURAL THEORY 5 Credits
This course is designed to provide students with advanced concepts in Commercial Architectural Drafting. The class will focus on the design, construction, and drafting of commercial building systems such as structural steel, stairs ramps, lighting, wiring, HVAC, and plumbing. Prerequisites: DDDE 2550

DDDE 2650 COMMERCIAL ARCHITECTURAL CAD 7 Credits
This course is designed to provide students with the hands on application using advanced concepts in Commercial Architectural Drafting. The class will focus on the design, construction, and drafting of commercial building systems such as structural steel, stairs ramps, lighting, wiring, HVAC, and plumbing. Prerequisites: DDDE 2560

DDDE 2700 CAPSTONE PROJECT IN COMPUTER AIDED DRAFTING AND DESIGN 12 Credits
This is a project-based course that will allow students to apply the conceptual and technical knowledge they have acquired over their program of study. Students will utilize project planning concepts and integration principles.
Prerequisites: All previous courses

Computer and Data Management

YTI Career Institute - York offers the Associate in Specialized Technology degree in Computer and Data Management. The Computer and Data Management program is an intensive study of a broad range of concepts relating to the Information Technology industry. Areas of study include: installation, configuration, and troubleshooting of a variety of desktop, server and mobile operating systems, the installation, configuration, and maintenance of virtualization products and cloud platforms, installation, administration, and troubleshooting of networks, router setup and configuration, cybersecurity concepts and implementation of security solutions, and support for office applications. The program will provide students with preparation for several industry certifications. Additionally, emphasis is also given to written and oral communications skills as well as critical thinking and professional development within the Information Technology industry. Students will gain a strong understanding of these topics through a practical curriculum with a focus on hands-on education. The Computer and Data Management program prepares graduates for entry-level positions in a variety of technical environments such as Technical Support Specialist, Computer Technician, PC Technician, Help Desk Technician, IT Technician, Network Administration Technician, Security Analyst and System Administrator.

Prerequisite	Course	Course Name	Credits
CDMDE 1002, 1003	CDMDE 1001	Computing Infrastructure	10
	CDMDE 1002	Computer Software Applications	4
	CDMDE 1003	Operating Systems and Security	10
CDMDE 1002, 1003	CDMDE 1004	Alternative Operating Systems	4
CDMDE 1002, 1003	CDMDE 1005	Networking Fundamentals	10
CDMDE 1002, 1003	CDMDE 1006	Network Security	4
CDMDE 1002, 1003	CDMDE 1007	Server Fundamentals	10
CDMDE 1002, 1003	CDMDE 1008	Cloud Computing	4
CDMDE 1002, 1003	CDMDE 2001	Modern Web Development	10
CDMDE 1002, 1003	CDMDE 2002	Data Management and Analysis	4
CDMDE 1002, 1003	GSDE 2811	Oral Communication	5
	GSDE 2820	Critical Thinking	7
	GSDE 2830	Professional Development	5
CDMDE 1002, 1003	GSDE2831	Client Support and Management	7
All Previous	CDMDE 1010	Capstone Project in Computer and Data Management	14
TOTAL QUARTER CREDITS			108

This course satisfies General Education requirements.

First term course pre-requisite to all other courses

Length of Program: Twenty (20) months, consisting of eight (8) ten-week quarters.

After the first term, the next seven terms of courses are independent of each other, and therefore the order in which they are offered to students may vary.

The Computer and Data Management program is offered in a fully online format with both didactic instruction and lab simulations occurring online. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Students will need to reserve approximately 25-30 hours per week for educational activities and study.

Maximum class section size in this program is fifty (50) students

Computer and Data Management Course Descriptions

This course satisfies General Education requirements.

First term course pre-requisite to all other courses

- CDMDE 1001 COMPUTING INFRASTRUCTURE** 10 Credits
The study and application of computer hardware, mobile devices, virtualization, and cloud computing. The installation, configuration, upgrading, diagnosing, and troubleshooting of computer hardware and network devices will be discussed. Prerequisites: CDMDE1002 and CDMDE 1003
- CDMDE 1002 COMPUTER SOFTWARE APPLICATIONS** 4 Credits
Students will become proficient in word processing, spread sheeting, and presentation software packages. Prerequisites: None
- CDMDE 1003 OPERATING SYSTEMS AND SECURITY** 4 Credits
Operating Systems and Security is the study of computer hardware and software troubleshooting. The proper diagnosis, resolution, and documentation of hardware and software issues will be discussed. Students will also form an understanding of basic scripting, virtualization, desktop imaging, deployment, and configuration of software for end users. Prerequisites: None
- CDMDE 1004 ALTERNATIVE OPERATING SYSTEMS** 4 Credits
Alternative Operating Systems is an exploration into the background, development, installation, functionality, configuration, common uses of, and troubleshooting of various non-Microsoft Operating Systems. The course will provide coverage of various Linux distributions, macOS, Android, and iOS. Prerequisites: CDMDE1002 and CDMDE 1003
- CDMDE 1005 NETWORKING FUNDAMENTALS** 10 Credits
This course provides an understanding of what a network is with different topologies, media, cabling, and protocols. Students will distinguish between a centralized computing environment and a client server environment. Students will be able to identify the basics of LAN and WAN infrastructures. Prerequisites: CDMDE1002 and CDMDE 1003
- CDMDE 1006 NETWORK SECURITY** 4 Credits
The student will learn about intrusion detection systems, firewalls, and physical security concepts. In addition, security policies, disaster recovery, and computer forensics are covered. Aside from learning the technologies involved in security, they will get to understand the daily tasks involved with managing and troubleshooting those technologies. Prerequisites: CDMDE1002 and CDMDE 1003

CDMDE 1007 SERVER FUNDAMENTALS

10 Credits

The study and application of Microsoft Windows Server Operating System, including installing, configuring, upgrading, diagnosing, and troubleshooting.

Prerequisites: CDMDE1002 and CDMDE 1003

CDMDE 1008 CLOUD COMPUTING

4 Credits

The study and application of cloud computing concepts including models and terminology, storage systems, virtualization components, security, and troubleshooting. This course will provide coverage of the CompTIA Cloud exam. Prerequisites: CDMDE1002 and CDMDE 1003

CDMDE 2001 MODERN WEB DEVELOPMENT

10 Credits

This course introduces students to the fundamentals of modern web development and learning to build static and dynamic web content using HTML5, CSS3, JavaScript, and Content Management Systems. Graphics, hyperlinks, images, tables, frames, and forms will be discussed. Basics in layout and design for mobile websites as well as authoring web content and administering web sites through the use of Content Management Systems such as WordPress will be also covered. Prerequisites: CDMDE1002 and CDMDE 1003

CDMDE 2002 DATA MANAGEMENT AND ANALYSIS

4 Credits

Students will learn the process of gathering, describing, categorizing, and analyzing data to create recommendations. The fundamentals of data mining, text, web, and social media analytics, and big data concepts will be discussed. Students will also learn about data analysis trends and privacy considerations. Prerequisites: CDMDE1002 and CDMDE 1003

GSDE 2811 ORAL COMMUNICATIONS

3 Credits

This course is an introduction to communication in the IT industry, including analyzing the audience, defining the purpose, and overcoming barriers when working with internal or external customers and clients. The student will develop effective listening, language, and non-verbal presentation skills, as well as the ability to communicate in teams for project work. Other topics include the etiquette and protocol of professional introductions conversations and meetings with coworkers, bosses, customers, and clients. Students will research, organize, and use information from credible primary sources to support presentations. Prerequisites: CDMDE1002 and CDMDE 1003

GSDE 2820 CRITICAL THINKING

7 Credits

This course prepares students and assists in developing their skills in reasoning, analysis, and the use of logical arguments to determine the validity and relevance of data. The course will improve the student's ability to analyze and evaluate arguments and assertions and apply inductive and deductive reasoning to complex problem solving, as is common in the IT field. Students will improve their own arguments and presentations by learning how

to draw sound conclusions from available evidence, primary source research, and critical thinking and writing skills. Prerequisites: None

GSDE 2830 PROFESSIONAL DEVELOPMENT 5 Credits
This course is designed to teach students skills and resources available to seek industry employment by developing the student's job search skills. Areas of concentration include employment goals, self-assessments, transferable skills, employment paperwork, and Interview Portfolio. The Interview Portfolio will contain a wide variety of the student's work in his or her discipline, as well as a resume, cover letter, references page, and thank you letter. This Interview Portfolio becomes an integral part of the student's preparation for Professional Development II, as well as a key part of preparing for the externship interview. Prerequisites: None

GSDE 2831 CLIENT SUPPORT AND MANAGEMENT 7 Credits
This course provides focus on key skills for support professionals including problem solving, performing a needs assessment, authoring written documents for clients, successful client communication, and training clients. This course will provide a balanced approach to client interaction and provide students with the skills necessary to support both clients and organizational strategic initiatives. Prerequisites: CDMDE1002 and CDMDE 1003

CDMDE 1010 CAPSTONE PROJECT IN COMPUTER AND DATA MANAGEMENT 14 Credits
This a project-based course that will allow students to apply the conceptual and technical knowledge they have acquired over their program of study. Students will create a solution for a client organization utilizing project planning concepts and system integration principles. Prerequisites: Successful completion of all other courses

Cybersecurity

YTI Career Institute - York offers the Associate in Specialized Technology degree in Cybersecurity. The Cybersecurity program is an intensive study of a broad range of concepts relating to the Information Technology Security industry designed for students with a basic knowledge of Information technology concepts. Areas of study include: configuration, testing, and implementation of security controls, development of security policies and procedures, the investigation, isolation, and documentation of security incidents and breaches, methods of access management, methods of vulnerability management, methods of authentication, physical security evaluation, authentication methods, security practices in Windows and Linux platforms, web application security, auditing IT infrastructure for compliance, client management, and ethical considerations. The program will provide students with preparation for two industry certifications. Additionally, emphasis is also given to ethics and project and client management within the Information Technology industry. The Cybersecurity program prepares graduates for entry-level positions in a variety of technical environments such as Security Analyst, Network Security Engineer, Network Technician, IT Security Administrator, Systems Administrator, Information System Security Officer, Cloud Security Analyst, Intelligence Analyst, and Compliance Associate.

Prerequisite	Course	Course Name	Credits
	CSDE101	Fundamentals of Network Security	7
CSDE001	CSDE102	Wireless and Mobile Security	6
CSDE001	CSDE103	Cloud Computing and Cloud Security Fundamentals	6
CSDE001	CSDE104	Securing Windows Platforms	6
CSDE001	CSDE105	Securing Linux Platforms	7
CSDE001	CSDE106	Ethical Hacking	6
	CSDE107	Modern Web Development	5
CSDE001, CSDE007	CSDE108	Web Application Security	7
	CSDE209	Python and Scripting	6
CSDE004, CSDE005	CSDE210	Digital Forensics	7
	CSDE211	Incident Response	6
	CSDE212	Information Compliance and Governance	6
CSDE011, CSDE012	CSDE213	Emerging Threats: Cyberwarfare and Cyberterrorism	6
	GSDE175	Project Management	7
	GSDE276	Ethics	7
	GSDE277	Client Support and Management	7
		TOTAL QUARTER CREDITS	102

This course satisfies General Education requirements.

Length of Program: Twenty (20) months, consisting of eight (8) ten-week quarters.

The Cybersecurity program is offered in a fully online format with both didactic instruction and lab simulations occurring online. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Students will need to reserve approximately 25-30 hours per week for educational activities and study.

Maximum class section size in this program is fifty (50) students

Cybersecurity Course Descriptions

- CSDE 101 FUNDAMENTALS OF NETWORK SECURITY 7 Credits**
This course covers the basic principles of network security. Students will learn how to install and configure systems securely, protect web applications, networks, and devices, understand threats to network security, and mitigate those threats. Students will also learn about applicable laws, policies, and regulations related to network security. The course objectives align with the CompTIA Security Examination. Prerequisites: None
- CSDE 102 WIRELESS AND MOBILE SECURITY 6 Credits**
This course will cover emerging threats related to cyberwar and cyberterrorism. Students will learn offensive and defensive cyberwarfare techniques as well as techniques, processes, and technology to protect endpoints, data, and networks. Students will learn how to address threats and vulnerabilities and to create proper mitigation strategies.
Prerequisites: CSDE 001
- CSDE 103 CLOUD COMPUTING AND CLOUD SECURITY FUNDAMENTALS 6 Credits**
This course covers solutions for cloud-based platforms and operations that maintain data availability while protecting the confidentiality and integrity of information. Topics include security controls, risk and threat assessment within the cloud, disaster recovery, and using the cloud for business continuity. Students will learn how to deploy SaaS, IaaS, and PaaS in public, private, and hybrid cloud scenarios. Prerequisites: CSDE 001
- CSDE 104 SECURING WINDOWS PLATFORMS 6 Credits**
This course provides an in-depth look at the risks, threats, and vulnerabilities associated with the Windows operating system. The course will focus on the Windows 10 client operating system and the Windows Server 2019 operating system. Students will learn about the tools and techniques that are used to harden the Windows OS, networks, and applications as well as how to provide resiliency when system attacks.
Prerequisites: CSDE 001
- CSDE 105 SECURING LINUX PLATFORMS 7 Credits**
This course provides an in-depth look at the risks, threats, and vulnerabilities associated with the Linux operating system. The course will focus on strategies to protect Linux clients and servers. Students will learn about the different layers of security—users and groups, file system security, service security, and encryption. Also, the course will cover the various tools available to build a layered Linux security strategy. Prerequisites: CSDE 001

- CSDE 106 ETHICAL HACKING 6 Credits**
This course will cover performing system audits and analyzing those audits to determine vulnerabilities and identify techniques to mitigate vulnerabilities. Students will learn to identify different threat types, penetration testing techniques, vulnerability assessment, identifying appropriate countermeasures, and impact analysis. Prerequisites: CSDE 001
- CSDE 107 MODERN WEB DEVELOPMENT 5 Credits**
This course will cover building modern web pages using HTML 5 and CSS. Students will learn how to use HTML 5 to build structured websites as well as how to use CSS to create visually appealing web page designs. Students will also learn how to use browser developer tools to create and maintain fully functioning and dynamic web pages, designed for the modern internet. Prerequisites: None
- CSDE 108 WEB APPLICATION SECURITY 7 Credits**
This course will introduce students to techniques to build, deploy, and maintain secure web applications. Students will learn how to identify vulnerabilities in source code, protect and fortify distributed Web application architectures from common attacks like S L in action, Cross-Site scripting, directory traversal, Distributed Denial of Service, and Man-in-the-Middle attacks. Prerequisites: CSDE 001, CSDE 007
- CSDE 209 PYTHON AND SCRIPTING 6 Credits**
This course will provide students with an introduction to programming concepts. Students will learn how to utilize variables, data types, constraints, operations, and expressions. Students will learn how logic is used in programming to control the execution of scripts and how to follow proper design processes in building scripts and applications.
Prerequisites: None
- CSDE 210 DIGITAL FORENSICS 7 Credits**
This course will cover discovering unauthorized activity as well as collecting and preserving evidence following industry standard procedures. Students will learn to perform operating system forensics, audit log review, data forensics, and hardware forensics. The course will also cover legal aspects related to attack detection and evidence preservation.
Prerequisites: CSDE001,CSDE004, CSDE005
- CSDE 211 INCIDENT RESPONSE 6 Credits**
This course will introduce students to industry standard practices and principles related to responding to a cybersecurity incident. Students will learn to identify compromises, preserve, gather, and handle digital evidence, and laws related to cybercrime. Students will also use a variety of tools to detect and recover from cybersecurity attacks.
Prerequisites: None

- CSDE 212 INFORMATION COMPLIANCE AND GOVERNANCE 6 Credits**
This course will cover ensuring proper data security as it relates to government and industry standards. Students will learn how to perform risk assessments, understand how to interpret risk assessments, determine appropriate policies, standards, and procedures needed to ensure compliance, and implementing security processes to ensure regulatory compliance. Prerequisites: None
- CSDE 213 EMERGING THREATS: CYBERWARFARE AND CYBERTERRORISM 6 Credits**
This course will cover emerging threats related to cyberwar and cyberterrorism. Students will learn offensive and defensive cyberwarfare techniques as well as techniques, processes, and technology to protect endpoints, data, and networks. Students will learn how to address threats and vulnerabilities and to create proper mitigation strategies. Prerequisites: CSDE001, CSDE011, CSDE012
- GSDE 175 PROJECT MANAGEMENT 7 Credits**
This course examines project management and the key components to managing a project in the IT industry. Topic areas include planning, implementation, control, and evaluation. Other key topic areas include tools and technology available to utilize in the project. Students will also be introduced to Microsoft Project software for use and application in managing a project in the IT industry. Prerequisites: None
- GSDE 276 ETHICS 7 Credits**
This course covers the study of the ethical and legal principles related to everyday business problems. Ethical and legal principles are studied in terms of their concept, structure, and origin, as well as their functions, philosophic premises, evolutionary paths, major lines of growth, and strength and weaknesses, as methods of social control. In addition, students will be challenged to outline ethical principles to assist them to lead their careers in a professional and ethical manner. Prerequisites: None
- GSDE 277 CLIENT SUPPORT AND MANAGEMENT 7 Credits**
This course provides focus on key skills for support professionals including problem solving, performing a needs assessment, authoring written documents for clients, successful client communication, and training clients. This course will provide a balanced approach to client interaction and provide students with the skills necessary to support both clients and organizational strategic initiatives. Prerequisites: None

Dental Assisting

YTI Career Institute - York offers a diploma program in Dental Assisting. The program is designed to prepare the student for an entry-level position as a Dental Assistant in a General Dentistry Practice, Orthodontics Practice, Pediatric Dentistry, Endodontics, Oral Surgery, and Periodontics. Students will develop front office skills and lab skills, as well as chairside assisting, radiology, sterilization and CPR and will be to prepared to take the Radiation Health and Safety and the Infection Control certification exams through the Dental Assisting National Board (DANB).

Prerequisite	Course Number	Course Name	Credits
	DADE 1511	Dental Assisting Orientation	0.5
	DADE 1512	Dental Assisting Overview	3
	DADE 1513	Dental Radiography	7
	DADE 1514	Chairside Procedures	5
	DADE 1515	Dental Sciences	5
	DADE 1516	Dental Specialties	7
	DADE 1517	Dental Emergencies	3
	DADE 1518	Career Development	3.5
	DADE 1519	The Administrative Assistant *	4.5
	DADE 1520	Laboratory Procedures	7.5
All previous courses	DADE 2003	Dental Assisting Professional Career Exploration	3
All previous courses	DA 2004	Externship **	9
TOTAL QUARTER CREDITS			58

Courses are delivered in a hybrid format, except * indicates course is fully online, and ** indicates course is fully on-ground.

Length of Program: Ten (10) months, consisting of four (4) ten-week quarters

The first three terms are independent of each other, and therefore the order in which they are offered to students may vary, except that Dental Assisting Orientation is always offered in the first term the student attends.

Certification Preparation: Many employers require Radiation Health and Safety certification by the Dental Assistant National Board (DANB). The cost of this exam, and the DANB Infection Control exam, are included in tuition.

The Dental Assisting program is offered in a Hybrid instructional delivery format, with didactic instruction occurring online, hands-on labs occurring on campus and final term Externship occurring off campus. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Labs are scheduled 2-3 times per week. Students will need to reserve approximately 25-30 hours per week for educational activities and study.

Students need to provide their own safety glasses, to ensure proper fit.

Maximum class section size for this program is fifty (50) students for on-line lecture and twenty (20) students in lab.

Dental Assisting Course Descriptions

- DADE 1511 Dental Assisting Orientation: .5 credits
Introduction to Dental Assisting includes tooth anatomy, tooth numbering, general program guidelines, basic chairside skills, emergency and infection control and sterilization protocols.
- DADE 1512 Dental Assisting Overview: 3 credits
Law and Ethics and an overview of the dental practice setting are studied. Student will learn the basic body systems study the bones of the skull, face, and mandible histology and embryology of the face, nose, tongue, palate, and teeth landmarks of the oral cavity, salivary glands, paranasal sinuses, and muscles of the face odontology dental anomalies.
- DADE 1513 Dental Radiography: 7 credits
This course includes physics of radiography, radiation safety, radiographic techniques, and understanding the x-ray unit. Student will be exposing intraoral radiographs using traditional and digital radiography on mannequins. Students will process and mount dental x-rays using anatomical landmarks, existing restorations, and correct placement.
- DADE 1514 Chairside Procedures: 5 credits)
This course provides the knowledge, skills, and responsibilities of the Dental Assistant. Topics include four handed dentistry, moisture control, restorative materials and procedures, dental hand instruments, rotary instruments, anesthesia, instrument transfer, patient seating and dismissing, operatory preparation and clean-up, and ergonomics. In addition, students will learn how to educate patients on personal oral hygiene methods, effects of dental plaque, nutrition, dental disease, fluoride, sealants, and coronal polishing.
- DADE 1515 Dental Sciences: 5 credits
This course provides an overview of the dental sciences. Topics included in this course are oral pathology, microbiology, and disease transmission and infection control.
- DADE 1518 Career Development: 3.5 credits
Students will complete resumes, cover letters, mock interviews, dress for success, prep work for ob searches and ob placement.
- DADE 1516 Dental Specialties: 7 credits
This course provides an overview of specialty practices within dentistry including endodontics, oral surgery, orthodontics, pediatric dentistry, prosthodontics, and periodontics. Emphasis is on the role of the dental assistant in each specialty practice.

DADE 1517 Dental Emergencies:

3 credits

Student will learn the basic emergency procedures for a dental office which include staff readiness, pharmacology, medical and dental emergencies along with special medical, physical or emotional needs the patients may have proper basic lifesaving techniques utilized in aiding victims needing cardiopulmonary resuscitation. Students will take the American Heart Association CPR certification exam in this course.

DADE 1519 The Administrative Assistant:

4.5 credits

This course provides an overview of procedures used to manage dental offices. Topics included in this course are dental administrative procedures and basic computer fundamentals needed for a dental assistant. Cavity classifications, charting symbols, business management, billing, insurance, dental record keeping, and HIPAA of the dental profession and its auxiliaries are studied.

DADE 1520 Laboratory Procedures:

7.5 credits

This course includes properties of manipulation of laboratory materials fabrication of study models, provisional restorations, bleach trays, custom trays lab case management, including infection control for laboratory procedures.

DADE 2003 Dental Assisting Professional Career Exploration:

3 credits

This course is an introduction to management skills needed as an entry level dental assistant including stress management, patient management, and team dynamic management. Students will also learn about marketing techniques, inventory systems, and identify long-term career planning for the future. Prerequisites: All previous courses

DA 2004 Externship:

9 credits

Upon successful completion of all previous courses, students complete 280 hours of clinical dental assisting in a dental office, clinic, hospital or other dental facilities. Externs will be scheduled for a minimum of 28 hours per week. The externship assignment may entail a morning, afternoon or evening schedule that may include weekdays or weekends. Learning takes place on-the-job as students experience first-hand the day-to-day operations of the business. Supervised externships are customized to each student's abilities and capabilities. Weekly reports will be submitted by the student to document his/her externship activities and learning. The sponsoring externship host will also evaluate the student. In addition, evaluations are made by the extern supervisor based on a visitation and observations.

Prerequisites: All previous courses

Electrical Technology

YTI Career Institute - York campus offers a diploma in Electrical Technology for those individuals interested in preparing to work as an entry-level electrical technician, apprentice, or electrical assistant on residential and light commercial new construction, work repair projects, and industrial applications. Graduates may also secure employment as installers of low voltage cabling and lighting, coaxial cable, telephone cable and data cable. The program includes training in construction site safety, OSHA requirements, National Electrical Code standards and practices, proper tool use and care, interpretation of electrical blueprints plans, job specification and pricing, installation, testing, troubleshooting and repair of electrical service panels, wiring and fixtures, installation of coaxial, telephone and data cabling, ladder logic, PLCs, customer service, math and algebra skills for the trades, and basic small business practices.

Prerequisite	Course	Course Name	Credits
	GSDE 2950	Career Success Seminar *	3.5
	ELDE 2110	Math and Algebra for Trades*	3.5
	ELDE 2120	Tools and Tool Safety	6
	ELDE 2130	Communications for Trades*	4
	ELDE 2140	Computer Applications for Trades*	3
	ELDE 2210	Basic Electricity	3.5
ELDE2120 or OSHA 10	ELDE 2220	Residential Wiring Techniques	4.5
ELDE 2120 or OSHA 10	ELDE 2230	Commercial Wiring Techniques	4
	ELDE 2240	Residential Compliance *	2.5
	ELDE 2250	Commercial Compliance *	2.5
	GSDE 2963	Professional Development *	3
	ELDE 2310	Three Phase Electricity*	2
ELDE2120 or OSHA10	ELDE 2320	Industrial Electrical Applications I Ladder Logic	4.5
ELDE2120 or OSHA 10	ELDE 2330	Industrial Electrical Applications II PLC Concepts	4.5
	ELDE 2340	Binary Math*	2.5
ELDE2120 or OSHA 10	ELDE 2350	Motors and Generators	2.5
		TOTAL QUARTER CREDITS	56

Courses are delivered in a hybrid format, except * indicates course is fully online.

Length of Program: Ten (10) months, consisting of four (4) ten-week quarters

The Electrical Technology program is offered in a Hybrid instruction delivery format, with didactic instruction occurring online, and hands-on labs occurring on campus. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Labs are scheduled 2-3 times per week. Students will need to reserve approximately 25-30 hours per week for educational activities and study.

Maximum class section size for this program is fifty (50) students for on-line lecture and sixteen (16) in lab.

Electrical Technology Course Descriptions

Courses are delivered in a hybrid format, except * indicates course is fully online.

GSDE 2950 CAREER SUCCESS SEMINAR * 3.5 Credits

Students will explore and develop the skills necessary to prepare them for success in their career fields, such as goal setting, understanding employee policies, locating resources, managing time and money, building teams, and developing leadership skills. They will utilize computer software applicable to their career disciplines and job searches. Students will also be introduced to concepts that are crucial for success in their career cycle, such as critical thinking, problem solving, self-marketing, and networking. Prerequisites: None

ELDE 2110 MATH AND ALGEBRA FOR TRADES * 3.5 Credits

Students develop the skills necessary to perform essential mathematical calculations in the field. Topics covered include: Addition, subtraction, multiplication and division, fractions and decimals, algebraic manipulation and formula solution, substitution, basic geometry. Blueprint reading measurements, metric and temperature conversions are also covered. Prerequisites: None

ELDE 2120 TOOLS AND TOOL SAFETY 6 Credits

Students receive 10-hour OSHA training and certification, along with Lockout Tagout certification. Best and safest practices in the use of shop and field tools. Ladder positioning and transport, power and hand tool specifications and uses, and Personal Protective Equipment (PPE) are presented. Prerequisites: None

ELDE 2130 COMMUNICATIONS FOR TRADES * 4 Credits

This course introduces fundamental concepts critical to both written and verbal communications in the Trades environment. Students will use the internet and LRC resources in order to research solutions to Trades related problems and will summarize them in written form, as well as present them in verbal form. Topics covered include grammar, punctuation, and other rudiments of writing and the techniques used in effective verbal communications. Prerequisites: None

ELDE 2140 COMPUTER APPLICATIONS FOR TRADES * 3 Credits

This course covers computer software applications essential to function in the trades' environment. Students will begin with basic computer operations, and then learn to utilize word processing applications, email applications, as well as spread sheeting and navigation of the Intranet and Internet. Key topic areas include file management techniques and the use of Word, Excel, and PowerPoint. Students will learn to create and edit documents pertinent to the Trades such as invoices, quotes, proposals and budgets. Prerequisites: None

ELDE 2210 BASIC ELECTRICITY 3.5 Credits
Students develop an understanding of what electricity is, how it is made, distributed and used. Also includes elements of resistance, capacitance and inductance as well as conductors and insulators. Students learn how series, parallel, and series parallel circuits operate, and learn RC circuits, RL circuits, and RLC circuits. Power Factor and Power Factor correction, switching methods and protection methods are included. Arc Flash certification is discussed in this course. Prerequisites: None

ELDE 2220 RESIDENTIAL WIRING TECHNI UES 4.5 Credits
This course introduces the student to best practices in residential wiring. Included topics are: component selection, three- and four-way switching, luminaries, and protection. Students develop troubleshooting skills for residential installations. All work is evaluated for code worthiness. Prerequisite: ELDE 2110 or OSHA 10-hour certification

ELDE 2230 COMMERCIAL WIRING TECHNI UES 4 Credits
This course introduces the student to best practices in commercial wiring. Included topics are planning and establishing commercial service, component selection, transformers, luminaries, and protection. Students develop skills necessary to bend conduit and troubleshoot commercial installations. All work is evaluated for code worthiness. Prerequisite: ELDE 2110 or OSHA 10-hour certification.

ELDE 2240 RESIDENTIAL COMPLIANCE * 2.5 Credits
In this course, current and future code requirements are presented as related to residential installations in areas such as grounding and bonding, terminations, establishment of series, box sizing, and ampacities. Prerequisites: None

ELDE 2250 COMMERCIAL COMPLIANCE * 2.5 Credits
In this theory course, current and future code requirements are presented as related to commercial installations in areas such as grounding and bonding, terminations, raceways, establishment of service, box sizing, and ampacities. Prerequisites: None

GSDE 2963 PROFESSIONAL DEVELOPMENT * 3 Credits
This course is designed to teach students skills and resources available to seek industry employment by providing training in effective job search skills, knowledge, and attitudes. Students also learn to identify and define employers' expectations and applicant skills. Students also learn to identify, locate, and use primary resources for researching industry specific employers, job leads, and employer contact information. Skills developed include application preparation skills such as creating a resume, cover letter, and reference page and preparing and learning interview techniques.
Prerequisites: None

ELDE 2310 THREE PHASE ELECTRICITY * 2 Credits
This course begins with a discussion of the need for three phase electrical service, followed up with topics relating to three-phase distribution, motors, and generators. Prerequisites: None

ELDE 2320 INDUSTRIAL ELECTRICAL APPLICATIONS I-LADDER LOGIC 4.5 Credits
This course introduces the student to the fundamentals of industrial electronics. Beginning with a discussion of sources, loads and switching, the course quickly progresses into ladder logic, sequential operations, timers and timing circuits, timing diagrams, sensors and transducers, and contactors. Upon completion, the student will be able to construct, test, troubleshoot and explain the function of commonly used ladder circuits. Prerequisite: ELDE 2120 or OSHA 10-hour certification

ELDE 2330 INDUSTRIAL ELECTRICAL APPLICATIONS II-PLC Concepts 4.5 Credits
This course introduces the student to the fundamental concepts of PLC implementation and programming. Students will port specific projects from ladder logic to PLC and compare results. Prerequisite: ELDE 2120 or OSHA 10-hour certification

ELDE 2340 BINARY MATH * 2.5 Credits
This course introduces the student to the fundamentals of digital technology through mathematics. Included in this course is exposure to the binary numbering system, addition, subtraction, Boolean logic and logic functions, latches, displays, A/D and D/A conversion techniques. Prerequisites: None

ELDE 2350 MOTORS AND GENERATORS 2.5 Credits
This course starts with a discussion of electromagnetism and progresses through the generation of electricity to the use of motors in industry. Single-phase and multiphase AC motors are introduced, as well as synchronous and asynchronous motors. DC series, shunt, and compound motors are introduced. Protection devices are introduced, along with various types of drives and drive circuitry. Students are trained to install, connect, test, evaluate, troubleshoot and repair a variety of motor circuits and controls. Prerequisite: ELDE 2120 or OSHA 10-hour certification

Electronics Engineering Technology

YTI Career Institute - York offers the Associate in Specialized Technology degree in Electronics Engineering Technology. Graduates are prepared to enter the electronics industry as entry-level technicians. Electronics Engineering Technology graduates can be expected to perform one or more of the following assignments: construction, analysis and troubleshooting of analog and digital circuits field service equipment repair and maintenance of analog and digital systems using test equipment appropriate for the application PC troubleshooting and repair configure and install computer networks supporting integrated systems troubleshooting and preventative maintenance of integrated electronic systems and subsystems cable installation alarm system installation and maintenance terminate, test and repair coaxial and fiber optics communications cables simulate real-world communications networks and design integrated systems such as security and home theater automation in commercial residential environments. Graduates are prepared for entry-level positions such as an Electronic Technician, Electronic Assembler, Field Service Technicians, Installation Technicians including, but not limited to industries including cable television, satellite, internet and cellular service providers, home theater and consumer electronics military and defense contractors document services, imaging and office products telecommunications and electronics manufacturing and distribution.

Prerequisite	Course Number	Course Name	Credits
	GSDE 2856	Career Success Seminar *	3
	GSDE 2814	Mathematics for Electronics *	3
	EETDE 2125	Basic Electronics Theory *	3
	EET 2150	Basic Electronics Lab **	4
	GSDE 2897	Computer Software Applications*	3
EETDE 2125, GSDE 2814	EETDE 2130	Advanced Analog Systems Theory *	3
EETDE 2125, EET 2150, GSDE 2814	EET 2220	Advanced Analog Systems Lab **	6
	GSDE 2837	Written Communications for Technicians*	3
EETDE 2130	EETDE 3331	Digital Electronics Theory *	3
EETDE 2130, EET 2220, GSDE 2814	EET 3340	Digital Electronics Lab**	6
	EETDE 2410	Logic and Problem Solving*	4
EETDE 3331	EETDE 3420	Telecommunications Theory *	3
EET 3340	EET 3430	Telecommunications Lab**	5
	GSDE 2866	Professional Development *	5
	GSDE 2876	Economics in Technology Industries*	3
EETDE 3420	EETDE 3511	Networking Systems Theory *	4
EETDE 3420, EET 3430	EET 3521	Networking Systems Lab**	5
	GSDE 2780	Customer Relations *	4
	GSDE 2839	Oral Communications for Technicians *	4
EETDE3511	EETDE 3610	Electronic Systems Integration Theory *	7
EETDE 3511,EET 3521	EET 3620	Electronics Systems Integration Lab**	5
All previous courses	EX 3000	Externship **	12
TOTAL QUARTER CREDITS			98

This course satisfies General Education requirements

Courses are either delivered fully online(* indicates course is fully online) or fully on-ground (** indicates course is fully on-ground).

Length of Program: Twenty (20) months, consisting of eight (8) ten week quarters.

The Electronics Engineering Technology program is offered in a Hybrid instruction delivery format, with didactic instruction occurring online, hands-on labs occurring on campus and final term Externship occurring off campus. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Labs are scheduled 2-3 times per week. Students will need to reserve approximately 25-30 hours per week for educational activities and study.

Maximum class section size for this program is fifty (50) students for on-line lecture and thirty (30) in lab.

Electronics Engineering Technology Course Description

This course satisfies General Education requirements

Courses are delivered either online or on-ground. * indicates course is fully online, and ** indicates course is fully on-ground

GSDE 2856 CAREER SUCCESS SEMINAR * 3 Credits

Students will explore and develop the skills necessary to prepare them for success in their career fields, such as goal setting, understanding employee policies, locating resources, managing time and money, building teams, and developing leadership skills. They will utilize computer software applicable to their career disciplines and job searches. Students will also be introduced to concepts that are crucial for success in their career cycle, such as critical thinking, problem solving, self-marketing, and networking. Prerequisites: None

GSDE2814 MATHEMATICS FOR ELECTRONICS * 3 Credits

This course provides an introduction to mathematics. Topics covered include decimal numbers, positive and negative numbers, exponents and the metric system, algebra, equations and formulas, trigonometry, and graphs. Other key topic areas include analog to digital, number systems, binary arithmetic, and the use and application of the Pythagorean Theorem. Prerequisites: None

EETDE 2125 BASIC ELECTRONICS THEORY * 3 Credits

The fundamentals of electricity and conduction as related to basic electronics components will be presented. The concepts of Ohm's Law, as well as series, parallel, and combination circuits will be discussed. The theories of resistance, magnetism, sine waves, inductance, capacitance, and time constants will be explored. Prerequisites: None

EET 2150 BASIC ELECTRONICS LAB** 4 Credits

Basic hands-on skills have students working with the devices presented in theory while practicing soldering, circuit construction, analysis of schematic diagrams and learning the operation of basic test equipment. Prerequisites: None

EETDE 2130 ADVANCED ANALOG SYSTEMS THEORY * 3 Credits
Advanced Analog Systems begins with the study of semiconductor devices, including diodes and transistors. This leads to an analysis of systems in which such devices are used, including power supplies, voltage regulators, amplifiers, waveform generation circuits and operational amplifiers. Students will be introduced to the fundamentals of broadcast communications, modulation demodulation and AM FM transmission and reception. Prerequisites: EETDE 2125, GSDE 2814

EET 2220 ADVANCED ANALOG SYSTEMS LAB ** 6 Credits
This course will provide hands-on reinforcement of the topics and concepts presented in Advanced Analog Systems Theory, with emphasis on troubleshooting and recognizing acceptable variations in circuit performance. Students will construct, configure and evaluate power supplies, amplifiers, waveform generation circuits, and modulation demodulation circuits. Students will conduct spectrum analysis of audio and RF filters to evaluate their performance in terms of bandwidth, roll-off and selectivity. Prerequisites: EETDE 2125, EET 2150, GSDE 2814

GSDE 2837 WRITTEN COMMUNICATIONS FOR TECHNICIANS * 3 Credits
This course includes the basics of English grammar, punctuation, spelling, vocabulary, and writing skills needed for effective written communications in technical fields. Students will learn to create and write professional documents, including reports, sequential instructions, and processes. Students will also learn to use outside resources to conduct primary research on a technical concept, assess the components of the concept, and organize these findings into a professional paper. Additional skill development includes learning to edit communication pieces for consistency and organization. Prerequisites: None

EETDE 2331 DIGITAL ELECTRONICS THEORY * 3 Credits
This course introduces the student to digital electronics through an understanding of basic and combinational logic functions. Small and medium scale integrated circuits will be surveyed along with their applications in counting, encoding decoding, multiplexing demultiplexing, memory circuits and analog digital conversions. Interfacing techniques and standards of digital communications will be explored. Prerequisites: EETDE 2130

EET 2340 DIGITAL ELECTRONICS LAB ** 6 Credits
This course will provide hands-on reinforcement of the topics and concepts presented in Digital Electronics Theory. Students will design, construct, evaluate and troubleshoot digital circuits including counters, encoders decoders, multiplexers and demultiplexers, UARTs and analog to digital digital to analog converters. Students will complete a project utilizing concepts and skills learned in this course. Prerequisites: EETDE 2130, EET 2220, GSDE 2814

EETDE 2410 LOGIC AND PROBLEM SOLVING * 4 Credits
This course is designed to assist students develop their skills in reasoning, analysis, and the use of logical arguments. The course will improve the student's ability to analyze and technical problems, systems, and task requirements. Students will also learn to research, present, and justify logical rationales for the purposes of troubleshooting, problem solving, giving directions, or informing others about technical options or processes. Prerequisites: None

EETDE 3420 TELECOMMUNICATIONS THEORY * 3 Credits
Students will be introduced to the principles of wired and wireless voice data communication systems. They will study and analyze how the systems are installed, operated and maintained, and the regulations governing their operation. Students will learn the methods, materials, and tools used to install, terminate and repair copper, coaxial, and fiber optic communications cables. In addition, students will gain an understanding of various analog and digital communication protocols and their use in industry. Prerequisites: EETDE 3331

EET3430 TELECOMMUNICATIONS LAB ** 5 Credits
Students will apply concepts learned in Telecommunications Theory with hardware and test equipment used in the telecommunications industry. Students will terminate, connect and test twisted pair, coaxial and fiber optic cables and use them with telephone systems, multiplexers, and modulators to simulate real-world communication networks in a lab environment. Prerequisites: EETDE 3340

GSDE2866 PROFESSIONAL DEVELOPMENT * 4 Credits
This course is designed to teach students skills and resources available to seek industry employment by providing training in effective job search skills, knowledge, and attitudes. Students learn to identify and define employer expectations and applicant skills. Students also learn to identify, locate, and use primary resources for researching industry specific employers, job leads, and employer contact information. Skills developed include application preparation skills such as creating a resume, cover letter, and reference page and preparing and learning interview techniques. Prerequisites: None

GSDE 2876 ECONOMICS IN TECHNOLOGY INDUSTRIES * 3 Credits
This course covers fundamentals economics policies and policy decisions, and their effects on industry and the job market. Topics include pricing, supply and demand, and trade in a global economy. Also covered are the economic factors and forces that affect small businesses, such as inventory, taxation and finance. Prerequisites: None

EETDE 3511 NETWORKING SYSTEMS THEORY *

4 Credits

Students will gain an understanding of the concepts of the personal computer, peripherals and operating systems. Students will learn about the network architecture of LAN's, WAN's, and Wireless LAN's. Design and application of networks as they relate to voice data communications and Internet technologies will be explored.

Prerequisites: EETDE 3420

EET 3521 NETWORKING SYSTEMS LAB **

5 Credits

The Networking Systems Lab will give students the opportunity to design, install, configure and secure a variety of computer networks. Students will build wired, fiber optic, wireless and hybrid networks to connect PC's and servers using current operating systems. Security solutions will be integrated into the networks in the lab.

Prerequisites: EETDE 3420, EET 3430

GSDE 2780 CUSTOMER RELATIONS *

4 Credits

In this course, students will learn and develop skills necessary to work with others in a professional environment. These competencies include identifying and developing one's professional skills, understanding the diverse workforce, recognizing and managing stress in the workplace, and contributing to a productive organizational teamwork. Students learn and develop interpersonal communications, as they pertain to working with customers in the industry environment. Students will research, learn, and apply theories of customer service, as they pertain to understanding the needs and expectations of both internal and external customers. Case studies provide the means to focus on real-life scenarios to learn to solve problems and increase customer satisfaction.

Prerequisites: None

GSDE 2839 ORAL COMMUNICATIONS FOR TECHNICIANS *

4 Credits

This course is designed to develop and reinforce the skills necessary for success in a variety of interpersonal communication and speaking situations. The student will develop effective listening, language, and non-verbal presentation skills. Other topics include the etiquette and protocol of business introductions, conversations, and meetings with customers in a technical environment. Students learn and present industry-related information such as instructions, directions, and detailed presentations of technical information in formal and informal environments. Students will research, organize, and use information from credible primary sources to support presentations.

Prerequisites: None

EETDE 3610 ELECTRONIC SYSTEMS INTEGRATION THEORY * 7 Credits
Students will study the integration of various types of systems such as security, video, audio as well as wired and wireless systems in commercial and residential applications. Specialized tools used in the installation and repair of the various systems will be introduced as well as proper equipment handling and personal safety. The design and pricing of various systems such as security, home theater, cabling and automation will be explored in commercial and residential applications. Students will develop skills and knowledge that directly relate to current industry needs.
Prerequisites: EETDE 3511

EET 3620 ELECTRONIC SYSTEMS INTEGRATION LAB ** 5 Credits
Students design, configure and troubleshoot various systems using appropriate methods and tools. The student will perform tests to confirm proper orientation of systems and solve problems that may arise. Preventative maintenance techniques will be an integral part of the course. The students will gain a working knowledge of hardware connectivity and software communications in what is called residential and commercial systems integration. Prerequisites: EETDE 3511, EET 3521

EX 3000 EXTERNSHIP ** 12 Credits
Upon successful completion of all previous courses, students participate in a 360-hour externship during their final term. Typically, externs will be scheduled for a minimum of 30 hours per week. The externship assignment may entail a morning, afternoon or evening schedule that may include weekdays or weekends. Learning takes place on the job as students experience first-hand the day-to-day operations of the business. Supervised externships are customized to each student's abilities and capabilities. Weekly reports will be submitted by the student to document his/her externship activities and learning. The sponsoring externship host will also evaluate the student. In addition, evaluations are made by the extern supervisor based on a visitation and observations.
Prerequisites: All previous courses

HVACR

YTI Career Institute - York offers a diploma in HVACR. This program intensively covers the service, installation and repair of heating, ventilation, air-conditioning and refrigeration systems. Students will develop an understanding of the electrical and mechanical principles related to gas and oil heating units, air-conditioning and refrigeration systems. Emphasis is placed on acquiring proficiency in the use of analytical instruments as well as the mastery of heating and cooling principles under which these systems function. Graduates are prepared for entry-level positions as air conditioning, heating, and refrigeration technicians diagnosing electrical and mechanical malfunctions and making the necessary repairs. Graduates may also install and replace heating, air conditioning, and refrigeration equipment.

All terms of the program are independent, thus the sequence in which they are offered to students may vary. The Institute employs a grading system based on one hundred percent. In the HVACR program, these percentages are:

90 to 100 (3.5-4.0) Excellent 80 to 89 (2.75-3.45) - Good 75 to 79 (2.0-2.7) Satisfactory Below 75 (0) Failure.

Prerequisite	Course Number	Course Name	Credits
	HVDE 1224	Electrical for Gas	7.5
	HVDE 1225	Mechanical for Gas	7.5
	HVDE 1124	Trade Skills	7.5
	HVDE 1324	Electrical for Oil	7.5
	HVDE 1325	Mechanical for Oil	7.5
	HVDE 1424	Hydronic and Control Systems	5
	HVDE 1524	Piping Principles	5
	HVDE 1425	Core Refrigeration	5
HVDE 1425	HVDE 1426	Advanced Refrigeration	5
	HVDE 1125	Design Principles	7.5
	HVDE 1517	Core Air Conditioning	5
HVDE 1517	HVDE 1518	Advanced Air Conditioning	5
		TOTAL QUARTER CREDITS	75

Length of Program: Twelve (12) months, consisting of five (5) ten - week quarters.

The HVACR program is offered in a Hybrid instruction delivery format, with didactic instruction occurring online, and hands-on labs occurring on campus. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Labs are scheduled 2-3 times per week. Students will need to reserve approximately 25-30 hours per week for educational activities and study.

Maximum class section size for this program is fifty (50) students for on-line lecture and eighteen (18) in lab.

All courses use a Hybrid delivery method, except courses indicated with * are fully online. Once COVID social distancing mandates end, this program may also be offered residually (fully on campus).

HVACR Course Descriptions

All HVDE courses use a Hybrid delivery method, except courses indicated with * are fully online.
All HVACR courses will be delivered residually.

HVDE1224 HVACR1224 Electrical for Gas 7.5. credits
The theory and practical application of electrical principles required to safely service gas burner ignition systems, thermostats, safety controls, limit controls and various control systems. This course covers electrical safety, National Electric Code awareness, troubleshooting skills, problem diagnosis, and wiring techniques for gas fired warm air furnaces and hot water boilers.

HVDE 1225 HVACR 1225 Mechanical for Gas 7.5. credits
The theory and practical application of gas properties including heating values, combustion properties, products of combustion, unit efficiencies, gas burner operation, problem diagnosis and installation, and operation of gas heating systems.

HVDE1124 HVACR 1124 Trade Skills 7.5. credits
Theory and practical application of basic trade math, shop safety, air flow, and sheet metal for installation and service apprentices, and OSHA 10 certification.

HVDE1324 HVACR 1324 Electrical for Oil 7.5. credits
Theory and practical application of electrical principles required to service oil burners, ignition systems, thermostats, and unit controls. Includes the different oil ignition systems, unit controls, their sequence of operation, wiring of these ignition systems and troubleshooting of these different oil heating systems.

HVDE1325 HVACR 1325 Mechanical for Oil 7.5. credits
The theory and practical application of oil pumps, nozzles, fuel lines, and tanks. Includes instruction on Combustion properties, combustion efficiency testing, furnace cleaning, and troubleshooting.

HVDE1424 HVACR 1424 Hydronic and Control Systems 5 credits
Theory and practical operation of hydronic system components including circulators, valves, aquastats and flow controls. Includes steam, hot water, and chilled water distribution systems. Introduction to DDC (Direct Digital Controls) including controllers, points, controlled devices, feedback loops, analog and digital signals. Applicable International Mechanical and NFPA codes are discussed.

HVDE1524 HVACR 1524 Piping Principles 5 credits
Theory and practical application of piping, pipe threading, various tubing, brazing, soldering and overall system installation.

HVDE1425 HVACR 1425 Core Refrigeration 5. credits
The course begins with an overview of comfort cooling and then explores the refrigeration cycle, the basic components of an air conditioning system including both electrical and mechanical. The student will study for and have the opportunity to obtain their EPA section 608A certification. The student will use their tools and gauges to practice all concepts in the lab.

HVDE1426 HVACR 1426 Advanced Refrigeration 5 credits
The theory and practical application of air and water-cooled condensers, chillers, cooling towers, rooftop package units, air to air heat pumps and an introduction to air-to-water heat pumps. System installation, preventative maintenance, diagnosis, and repair.
Prerequisites: HVDE1425 HVACR 1425

HVDE1125* HVACR 1125 Design Principles * 7.5. credits
Theory and practical application of Heat Loss and Heat Gain, system design principles, psychometrics, humidification, dehumidification, air distribution, measurement, air cleaning, and the practices and principles of Indoor Air Quality (IAQ).

HVDE1517 HVACR 1517 Core Air Conditioning 5. credits
The student course begins with an overview of comfort cooling and then explores the refrigeration cycle, the basic components of an air conditioning system including both electrical and mechanical. The student will study for and have the opportunity to obtain their EPA section 608A certification. The student will use their tools and gauges to practice all concepts in the lab.

HVDE1518 HVACR 1518 Advanced Air Conditioning 5. credits
The theory and practical application of air and water-cooled condensers, chillers, cooling towers, rooftop package units, air to air heat pumps and an introduction to air-to-water heat pumps. System installation, preventative maintenance, diagnosis, and repair.
Prerequisites: HVDE1517 HVACR 1517

Medical Assistant

YTI Career Institute York offers an Associate in Specialized Technology degree in Medical Assistant for those individuals interested in a diverse, entry-level career in an ambulatory healthcare field. The Medical Assistant program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program offers a complete range of administrative and clinical skills providing graduates with the necessary competencies to secure employment as a Medical Assistant in a general specialty practice, inpatient healthcare facility or clinic.

Prerequisite	Course Number	Course Name	
	MEDE 1211		3.5
	MEDE 1231	Anatomy & Physiology I * Introduction	3
	GSDE 1995	to Healthcare * Computers for the	3
	MEDE 1240	Medical Assistant * Medical	3.5
	GSDE 1950	Terminology I *	3.5
MEDE 1211, MEDE 1240	MEDE 1236	Career Success Seminar *	3
MEDE 1231	MEDE 1350	Clinical Techniques I	3
MEDE 1240	MEDE 1343	Medical Office Administration * Medical	3.5
	GSDE 1916	Terminology II * Mathematics for Allied	3.5
MEDE 1211	MEDE 1311	Health * Anatomy & Physiology II *	3.5
MEDE 1236	MEDE 1436	Clinical Techniques II	5.5
GSDE 1916	MEDE 1445	Pharmacology I *	3
	GSDE 1936	Communications in Healthcare *	3.5
MEDE 1343	MEDE 1455	Diseases & Diagnostic Methods I *	3
	MEDE 2515	Medical Office Computer Applications*	2.5
MEDE 1436	MEDE 2536	Clinical Techniques III	5.5
	MEDE 2560	Coding Classifications*	2.5
MEDE 1445	MEDE 2545	Pharmacology II *	2.5
MEDE 1455	MEDE 2555	Diseases & Diagnostic Methods II *	2.5
MEDE 2536	MEDE 2635	Clinical Techniques IV	3
	GSDE 1986	Medical Law and Ethics *	3.5
MEDE 2555	MEDE 2645	Medical Laboratory	5.5
	GSDE 1960	Professional Development *	3.5
MEDE 2645	MEDE2800	Phlebotomy	5.5
	GSDE 1926	Introduction to Psychology *	3.5
	GSDE 1982	Critical Thinking *	3.5
MEDE 1350, MEDE 2635,	MEDE 2726	National Certification Review * Medical	3.5
All previous courses	EXDE3040	Assistant Externship ** TOTAL	2.5
		QUARTER CREDITS	12
			106

This course satisfies General Education requirements

Courses are delivered in a hybrid format, except * indicates course is fully online, and ** indicates course is fully on-ground

Length of Program: Twenty (20) months, consisting of eight (8) ten-week quarters.

Maximum class section size for this program is fifty (50) students for on-line lecture and twenty-four students (24) in lab.

The Medical Assistant program is offered in a Hybrid delivery format, with didactic instruction occurring online, hands-on labs occurring on campus and final term externship occurring off campus. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Labs are scheduled 2-3 times per week. Students will need to reserve approximately 25-30 hours per week for educational activities and study.

Medical Assistant Course Descriptions

This course satisfies General Education requirements

Courses are delivered in a hybrid format, except * indicates course is fully online, and ** indicates course is fully on-ground

MEDE1211 ANATOMY & PHYSIOLOGY I * 3.5 Credits

Introductory exploration and analysis of essential principles for the study of the structure and function of the human body, and the mechanisms for maintaining homeostasis within it as presented by body system. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. Prerequisites: None

MEDE 1231 INTRODUCTION TO HEALTHCARE * 3 Credits

This course provides the students with an overview of a career as a medical assistant in different practice settings. Topics include the appointment scheduling, telephone techniques, interpersonal communication, patient customer service, and an introduction to electronic medical records. Prerequisites: None

GSDE 1995 COMPUTERS FOR THE MEDICAL ASSISTANT * 3 Credits

This course presents students with the basic computer and typing skills required in the Medical Assistant field. It includes correct touch-typing techniques as a basis for building, maintaining, and improving speed and accuracy. Emphasis will be placed on the mastery of the keyboard, including figures and symbols. Microsoft Office applications including Word, Excel, and Outlook are examined. Students demonstrate competency performing basic tasks within these applications. Prerequisites: None

MEDE 1240 MEDICAL TERMINOLOGY I * 3.5 Credits

This course introduces students to the language of medicine. Using a systematic approach, the student will learn roots, prefixes, and combining forms to build a medical vocabulary. Prerequisites: None

GSDE 1950 CAREER SUCCESS SEMINAR * 3.5 Credits

Students will explore and develop the skills necessary to prepare them for success in their career fields, such as goal setting, understanding employee policies, locating resources, managing time and money, building teams, and developing leadership skills. They will utilize computer software applicable to their career disciplines and ob searches. Students will also be introduced to concepts that are crucial for success in their career cycle, such as critical thinking, problem solving, self-marketing, and networking. Prerequisites: None

MEDE 1236 CLINICAL TECHNIQUES I 3 Credits
This course provides students with basic clinical skills. Emphasis is placed on learning the fundamentals of procedures that relate to patient care. Topics to be covered include medical asepsis and infection control, infectious diseases blood borne pathogens, preparing the medical record, and taking measurements and vital signs.
Prerequisites: MEDE 1211, MEDE 1240

MEDE 1350 MEDICAL OFFICE ADMINISTRATION * 3 Credits
A continuation of the procedural steps in performing the administrative functions in a medical facility. Special attention is directed to the evolution of managed care and to the responsibilities of office management. Prerequisites: MEDE 1231

MEDE 1243 MEDICAL TERMINOLOGY II * 3.5 Credits
This course will continue to introduce students to the language of medicine. Combining forms, root words, prefixes and suffixes, along with abbreviations will be introduced.
Prerequisites: MEDE 1240

GSDE 1916 MATHEMATICS FOR ALLIED HEALTH * 3.5 Credits
The course acquaints students with logic and reasoning in mathematics. Skills developed include the conversion and usage of fractions, decimals, and percentages. Topics areas include problem-solving strategies algebra, functions and relations, dosage calculation, syringe calculations and the metric system. Students will use inductive and deductive approaches to solve problems and develop critical thinking skills, as they pertain to the application of mathematics. Prerequisites: None

MEDE 1311 ANATOMY & PHYSIOLOGY II * 3.5 Credits
Continuation as presented in Anatomy & Physiology I of exploration and analysis of essential principles for the study of the structure and function of the human body, and the mechanisms for maintaining homeostasis within it as presented by body system. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.
Prerequisites: MEDE 1211

MEDE 1436 CLINICAL TECHNIQUES II 5.5 Credits
This course provides the students with additional knowledge of clinical skills. Emphasis is placed on assisting the physician. Topics to be covered include assisting with the patient examination, eye and ear assessment, disinfecting and sterilizing equipment, and assisting with surgical procedures. Prerequisites: MEDE 1236

MEDE 1445 PHARMACOLOGY I * 3 Credits
This course uses a systems approach in learning major classifications of drugs and drugs of choice for selected disease processes and pathological conditions.
Prerequisites: GSDE 1916

GSDE 1936 COMMUNICATIONS IN HEALTHCARE * 3.5 Credits

This course is an introduction to communication in a medical office setting. Students will learn the basics of English grammar, punctuation, spelling, vocabulary, and writing, as needed for written communications. Emphasis is placed on preparing emails, memos, instructions, and letters, as used in the medical office. Other key areas of development include listening, language, verbal, and non-verbal communication skills necessary to communicate information to coworkers, supervisors, physicians, patients, and other health care professionals. Topic areas also include the etiquette and protocol of introductions, greetings, conversations, and meetings. Students will research, organize, and use information from credible primary sources to support their written and oral work. Prerequisites: None

MEDE 1455 DISEASES & DIAGNOSTIC METHODS I * 3 Credits

This course examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention of selected diseases and disorders of each body system. Prerequisites: MEDE 1343

MEDE 2515 MEDICAL OFFICE COMPUTER APPLICATIONS * 2.5 Credits

This learning course uses medical software that covers all aspects of computerized administrative and financial procedures performed in the medical office. Tasks include patient scheduling, service entries, payments and adjustments, and insurance claim management. Prerequisites: None

MEDE 2536 CLINICAL TECHNIQUES III 5.5 Credits

This course provides the students with additional knowledge of clinical skills. Topics to be covered include administering medication, injections and electrocardiography. Prerequisites: MEDE 1436

MEDE 2560 CODING CLASSIFICATIONS & REIMBURSEMENT SYSTEMS * 2.5 Credits

This course provides an overview of the reimbursement cycle in the healthcare field. Topics include group and private insurances, HMOs, PPOs, and government-sponsored medical insurance programs. Students will learn to apply CPT-4, HCPCS Level II, and current clinical coding systems. Accurate completion of the claim form and third-party payer reimbursement processes is discussed. Prerequisites: None

MEDE 2545 PHARMACOLOGY II * 2.5 Credits

This course is a continuation of Pharmacology I. It uses a systems approach in learning major classifications of drugs and drugs of choice for selected disease processes and pathological conditions. Prerequisites: MEDE 1445

MEDE 2555 DISEASES & DIAGNOSTIC METHODS II * 2.5 Credits
This course is a continuation of Diseases & Diagnostic Methods I. It examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention of selected diseases and disorders of each body system.
Prerequisites: MEDE 1455

MEDE 2635 CLINICAL TECHNIQUES IV 3 Credits
This course provides the students with additional knowledge of clinical skills. Topics to be covered include physical agents to promote healing, assisting with specialty examinations and procedures, radiology, and diagnostic imaging. Prerequisites: MEDE 2536

GSDE 1986 MEDICAL LAW AND ETHICS * 3.5 Credits
This course provides essential legal and ethical principles for those pursuing a career in the healthcare field. It provides a foundation of all the essentials including the legal system, the patient/physician relationship, professional liability and medical malpractice prevention, workplace law and ethics, medical records, confidentiality, bioethical issues, ADA, and HIPAA. Prerequisites: None

MEDE 2645 MEDICAL LABORATORY 5.5 Credits
This course provides the students with knowledge of laboratory procedures. Topics to be covered include medical microbiology, introduction to the physician's office laboratory, and urinalysis. Prerequisites: MEDE 2555

GSDE 1960 PROFESSIONAL DEVELOPMENT * 3.5 Credits
This course is designed to teach students skills and resources available to seek industry employment by providing training in effective job search skills, knowledge, and attitudes. Students learn to identify and define employer expectations and applicant skills. Students also learn to identify, locate, and use primary resources for researching industry specific employers, job leads, and employer contact information. Skills developed include application preparation skills such as creating a resume, cover letter, and reference page and preparing and learning interview techniques.
Prerequisites: None

MEDE 2800 Phlebotomy 5.5 Credits
This course provides the students with additional knowledge of laboratory procedures. Topics to be covered include phlebotomy, hematology, blood chemistry, and serology.
Prerequisites: None

GSDE 1926 INTRODUCTION TO PSYCHOLOGY ***3.5 Credits**

The primary goal of this course is to provide the student with basic psychological concepts and theories that will enhance their understanding of behavior and effective handling of problems. Areas of study include behavior neuroscience, sensation and perception, memory, motivation, emotion, childhood and adolescence, adulthood, social influences, psychological disorders and treatment, health and well-being. The course will bring relevance to psychology through real-world examples, practical applications, and discussions of the discipline's connection to health, education, business, law, and the environment. Prerequisites: None

GSDE 1982 CRITICAL THINKING ***3.5 Credits**

This course is designed to assist students with developing their skills in reasoning, analysis, and the use of logical arguments. The course will improve the student's ability to analyze and evaluate the kinds of arguments and assertions commonly met in everyday life. Students will improve their own arguments and presentations by learning how to draw from sound conclusions from available evidence.

Prerequisites: None

MEDE 2726 NATIONAL CERTIFICATION REVIEW ***2.5 Credits**

This course is designed as a review tool for the medical assisting student in preparation for medical assisting certification examinations. The course is designed to aid students in recalling clinical and administrative medical assisting principles and rules. Methods to improve test-taking skills and relieve test anxiety are included. Prerequisites: MEDE 1350, MEDE 2635, GSDE 1986, MEDE 2645

EXDE 3040 MEDICAL ASSISTANT EXTERNSHIP ****12 Credits**

Upon successful completion of all previous courses, students participate in a 360-hour externship during their final term. Typically, externs will be scheduled for a minimum of 30 hours per week. The externship assignment may entail a morning, afternoon or evening schedule that may include weekdays or weekends. Learning takes place on the job as students experience first-hand the day-to-day operations of the business. Supervised externships are customized to each student's abilities and capabilities. Weekly reports will be submitted by the student to document his or her externship activities and learning. The sponsoring employer will also evaluate the student. In addition, evaluations are made by the extern supervisor based on a visitation and observations.

Prerequisites: All previous courses

Medical Billing and Coding

YTI Career Institute - York offers a diploma in Medical Billing & Coding. The Medical Billing & Coding program is designed to provide the educational training and skills necessary to assume entry-level employment in the healthcare administrative industry. Successful graduates of the program may be employed in government, public or private sectors. Prospective positions include Medical Receptionist, Medical Office Assistant, Medical Secretary, Medical Biller Coder and Medical Records Assistant Clerk. The curriculum is designed to give the students the hands-on working knowledge necessary to perform entry level diagnosis and procedural coding, analyze and record billing transactions, medical record abstractions and perform other EMR paper based administrative functions. Students also prepare to take the Certified Professional Coder (CPC) exam which is administered by the American Academy of Professional Coders (AAPC), or another coding certification exam of their choice.

Prerequisite	Course Number	Course Name	Credits
	MBCDE 101	Anatomy and Medical Terminology A	5.0
	MBCDE 103	CPT HCPCS Coding A	4.5
	MBCDE 102	Coding and Classification Systems A	4.5
	MBCDE 118	Anatomy and Medical Terminology B	5.0
	MBCDE 120	CPT HCPCS Coding B	4.5
	MBCDE 119	Coding and Classification Systems B	4.5
	MBCDE 138	Medical Office Administration	4.5
MBCDE 102, 103, 119, 120	MBCDE 139	Reimbursement Methods	5.0
MBCDE 102, 103, 119, 120	MBCDE 140	Case Study Coding	4.5
All previous courses, except MBCDE 210 and MBCDE 212	MBCDE 210	PCS Coding	4.0
All previous courses, except MBCDE 210 and MBCDE 212			4.0
	MBCDE 211	Certification Review	
All previous courses	MBCDE 212	Coding Simulation and Career Development	5.0
TOTAL QUARTER CREDITS			55

Program Length: Ten (10) months, consisting of four (4) ten-week terms.

The first two terms are independent of each other, and therefore the order in which they are offered to students may vary.

Certification Preparation: Many employers require a coding certification from the American Academy of Professional Coders (AAPC), the American Health Information Management Association (AHIMA) or the National Center for Competency Testing (NCCT).

The Medical Billing and Coding program is offered in a fully online format with both didactic instruction and lab simulations occurring online. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Students will need to reserve approximately 25-30 hours per week for educational activities and study.

Maximum class section size in this program is fifty (50) students.

The Institute employs a grading system based on one hundred percent. In the MBC program, these percentages are: A 90 to 100 (3.5-4.0) Excellent B 80 to 89 (2.75-3.45) - Good C 70 to 79 (2.0-2.7) Satisfactory Below 70 (0) Failure

Medical Billing & Coding Course Descriptions

MBCDE 101- Anatomy and Medical Terminology A: 5.0 credits

This course covers the structure and function as well as the medical terminology of the systems and organs of the human body and their interrelationships. Emphasis will be on the integumentary system, the skeletal, muscular and nervous systems and special senses. An overview of mental and behavioral disorders will be covered at the end of the course. This course also covers disease processes related to these organ systems that are commonly encountered in the medical fields including diagnostic procedures and management. Prerequisite - None

MBCDE 102 Coding and Classification Systems A 4.5 credits

This course is designed to prepare students to assign Current Procedural Coding Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) codes for services provided in a medical office and other outpatient facilities with entry -level proficiency. Course topics include CPT and HCPCS coding involving the integumentary system and the special senses as well as evaluation and management services coding. Legal as well as ethical issues related to outpatient coding practices are also covered. The course contains outcomes that reflect certification preparation. Prerequisite - None

MBCDE 103 CPT HCPCS Coding A 4.5 credits

This course is designed to prepare students to assign Current Procedural Coding Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) codes for services provided in a medical office and other outpatient facilities with entry -level proficiency. Course topics include CPT and HCPCS coding involving the integumentary system and the special senses as well as evaluation and management services coding. The skeletal, muscular, and nervous systems as well as anesthesia and surgery guidelines in CPT coding are also covered. Legal as well as ethical issues related to outpatient coding practices are covered. The course contains outcomes that reflect certification preparation. Prerequisite - None

MBCDE 118 Anatomy and Medical Terminology B 5.0 credits

This course covers the structure and function as well as the medical terminology of the systems and organs of the human body and their interrelationships. Emphasis will be on the integumentary system, the skeletal, muscular and nervous systems and special senses. An overview of mental and behavioral disorders will be covered at the end of the course. This course also covers disease processes related to these organ systems that are commonly encountered in the medical fields including diagnostic procedures and management. Prerequisite - None

MBCDE 119 Coding and Classification Systems B

4.5 credits

This course is designed to prepare students to assign *International Classification of Diseases 10th edition (ICD-10)* codes for diagnoses assigned by providers in a medical office and other outpatient and inpatient facilities with entry -level proficiency. Course topics include ICD-10 coding involving the cardiovascular, respiratory and immune systems including legal as well as ethical issues related to coding practices. Injury, poisonings and external causes are also covered in this course. The course also includes the digestive and genitourinary systems and pregnancy and childbirth and conditions in the perinatal period. The course also covers abnormal clinical and laboratory findings including legal as well as ethical issues related to coding practices. The course contains outcomes that reflect certification preparation. Prerequisite - None

MBCDE 120 CPT HCPCS Coding B

4.5 credits

This course is designed to prepare students to assign Current Procedural Coding Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) codes for services provided in a medical office and other outpatient facilities with entry -level proficiency. Course topics include CPT and HCPCS coding involving the digestive, urinary, and reproductive systems as well as pathology and laboratory. The cardiovascular, respiratory and immune systems as well as legal and ethical issues related to outpatient coding practices are also covered. The course contains outcomes that reflect certification preparation. Prerequisite - None

MBCDE 138 Medical Office Administration

4.5 credits

This course covers important concepts needed to prepare students to become efficient in managing a medical office or other healthcare facilities. This course covers basic skills to effectively perform the management of medical records, use of various systems used in organizing and maintaining medical records, understanding the Health Insurance Portability and Accountability Act and related federal regulations including legal and ethical concepts concerning healthcare and medical billing and coding. This course also provides students basic knowledge in the use of Electronic Health Records and better understanding about the organizational structure involving healthcare institutions and how to achieve a productive interaction between internal and external customers in a healthcare environment. Prerequisite - None

MBCDE 139 Reimbursement Methods

5.0 credits

This course covers concepts on managed care approaches as brought by the implementation of the Affordable Care Act including health insurance products and related financing and delivery of healthcare services. Students explore basic reimbursement processes and methods of payment. Students examine forms, processes, practices and the roles of health information professionals and understand the role of coders in the healthcare system. Students discuss concepts in insurance, its various forms including third-party and prospective payments, and managed care organizations. Students explore issues commonly encountered in the reimbursement process as well as methods of payment. Students further examine various processes and requirements involving healthcare system reimbursement as well as related legal and ethical issues commonly encountered in a healthcare setting. Prerequisite - MBCDE 102, MBCDE 103, MBCDE 119, MBCDE 120

MBCDE 140 Case Study Coding

4.5 credits

This course places an emphasis on abstracting information from medical charts to code a patient case. Students will practice coding patient charts and correctly sequence codes for maximum reimbursement from the third-party payer. A review of coding guidelines will be provided in the course.

Prerequisite - MBCDE 102, MBCDE 103, MBCDE 119, MBCDE 120

MBCDE 210 PCS Coding

4.0 credits

This course is designed to prepare students to assign *International Classification of Diseases 10th edition (ICD-10-PCS)* codes for procedures assigned by providers in a medical office and other outpatient and inpatient facilities with entry -level proficiency. Course topics include procedure coding in ICD-10-PCS. The course contains outcomes that reflect certification preparation. Prerequisite - All previous courses, except MBCDE 211 and MBCDE

MBCDE 211 Certification Review

4.0 credits

This course provides students the opportunity to review medical billing and coding in preparation for the coding certification exam. Emphasis is placed on billing and reimbursement systems, competency of CPT procedure and ICD diagnosis coding, anatomy and physiology, and medical terminology. Prerequisite - All previous courses, except MBCDE 210 and MBCDE

MBCDE 212 Coding Simulation and Career Development

5.0 credits

This course provides practical application of the principles and application of coding systems, diagnostic and procedural groupings, and case mix analyses and indexes. Coding compliance strategies are examined in examples of real-life case studies taken from across the broad spectrum of healthcare specialties. Students learn to apply appropriate diagnosis and procedure codes, validate coding accuracy from information found in the health record, and resolve discrepancies between coded data and supporting documentation. Students will apply communication skills and time management to correctly code, bill, and apply reimbursement. This course includes modules designed to improve confidence of students in interacting with people and the ability to build productive relationship with others and develop skills in professional networking as well as techniques in handling job interviews. Students will also learn to create career plans that require them to research career options and potential employers, and prepare a developmental roadmap that will lead them success within the chosen profession. Emphasis is placed on professional communications with superiors, peers and subordinates in all areas of healthcare. Prerequisites: All previous courses

Veterinary Technician

YTI Career Institute York offers an Associate in Specialized Technology degree in Veterinary Technician. Graduates of this program will be proficient in animal anatomy and physiology, nutrition, breeding, husbandry, sanitation, behavior, handling, nursing, euthanasia, and necropsy for various animal species. Graduates of this program will be prepared for employment as a veterinary technician in veterinary practices, universities, research facilities, pharmaceutical companies, zoos, or other areas where veterinary technicians' skills are needed

The Veterinary Technician program has earned fully accredited status from the American Veterinary Medical Association - Committee on Veterinary Technician Education and Activities (AVMA-CVTEA). This accreditation qualifies graduates to sit for the American Association of Veterinary State Boards (AAVSB) Veterinary Technician National Examination (VTNE).

Prerequisite	Course Number	Course Title	Credits
	VTDE801	Computers in Healthcare	3
	VTDE401	Career Success Seminar	3
	VTDE402	Introduction to Veterinary Technology	2.5
	GSDE201	Cellular Biology	4
	GSDE901	Introduction to Psychology	3
	VTDE501	Veterinary Anatomy & Physiology I	3
VTDE 402	VTDE403	Animal Husbandry and Breeds	2.5
	GSDE301	Fundamentals of Chemistry	3
	GSDE302	Mathematics for Allied Health	3
VTDE 501	VTDE502	Veterinary Anatomy & Physiology II	3
VTDE 403	VTDE601	Veterinary Nursing Techniques I	3
VTDE 502	VTDE602	Veterinary Diagnostic Imaging	3
GSDE 201	VTDE603	Veterinary Parasitology	3
	VTDE404	Veterinary Office Management	3
	VTDE604	Veterinary Hematology and Urinalysis	3
VTDE 603	VTDE605	Animal Health and Disease	3
VTDE 601	VTDE606	Veterinary Nursing Techniques II	4
VTDE 502, GSDE 301	VTDE607	Veterinary Pharmacology	2
VTDE 402	VTDE608	Laboratory Animal Science I	3
VTDE 606	VTDE609	Large Animal Practicum	3
VTDE 607, VTDE 606, GSDE 302	VTDE610	Veterinary Anesthesia	3
	GSDE405	Professional Development	3
VTDE 402	VTDE611	Animal Nutrition	3
All previous courses	VTDE 408	VTNE Mock Exam Preparation	3
	GSDE406	Communications in Healthcare	3
	VTDE 407	VTNE Preparation	3
GSDE201, GSDE301 VTDE502	VTDE613	Veterinary Microbiology and Immunology	3
GSDE 302, VTDE 502,VTDE 604, VTDE 603,VTDE 606, VTDE 607, VTDE 610 All Term 1-4 courses	VTDE 701	Veterinary Surgical Procedures	3
All previous courses	VTEX 1	Clinical Externship I**	12
	VTEX 2	Clinical Externship II**	12
	TOTAL QUARTER CREDITS		108

This course satisfies General Education requirements

Courses are delivered in an online format, except ** indicates course is fully on-ground.

Length of Program: Twenty (20) months, consisting of eight (8) ten-week quarters.

The Veterinary Technician program is offered in a Hybrid instructional delivery format, with didactic instruction and simulated labs occurring 100% online. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Students will need to reserve approximately 25-30 hours per week for online educational activities and study. Students will need to identify and secure a clinical externship site where their clinical skills will be performed under guidance from a mentor. Student identified and chosen clinical sites and mentors must be approved by the Veterinary Technician program staff at YTI Career institute.

In terms 1-4, students will work through didactic course material, with guidance from the instructors, 100% online. During the fifth term of the program, students will complete a clinical externship experience at a veterinary hospital of their choosing. Under the supervision of their mentor, students will perform the various level one skills required for graduation. Terms 6-7 are again performed online. Students complete a second clinical externship experience at their chosen externship site in Term 8, to perform, under the supervision of their mentor, the level two skills needed for graduation. Students will average 30 hours per week at their clinical sites. Students must purchase a stethoscope and scrubs which meet their clinical site's requirements prior to beginning their clinical externships.

Veterinary technicians and professionals are considered to be a small subset of the population that is at an increased risk of being exposed to rabies. According to the Centers for Disease Control and Prevention, veterinary technicians are labeled to be in risk category 3 and it is recommended that pre-exposure prophylaxis (PrEP) vaccinations be given in a series prior to coming into contact with the rabies virus. YTI Career Institute highly recommends that all students get vaccinated for rabies prior to their first clinical experience.

Maximum class section size for this program is fifty (50) students for on-line lecture and ten (10) students at any externship site.

90 to 100 (3.5-4.0) – Excellent; 80 to 89 (2.75-3.45) – Good; 70 to 79 (2.0-2.7) – Satisfactory; Below 70 (0) – Failure.

Veterinary Technician Course Description

This course satisfies General Education requirements

Courses are delivered in a fully online format, except ** indicates course is fully on-ground.

VTDE 501 VETERINARY ANATOMY & PHYSIOLOGY I 3 Credits
Introduction to animal anatomy and physiology including: an introduction to anatomical directional terms, basic anatomical concepts, biochemistry, cellular, skeletal, muscular, and neurological anatomy and physiology, and veterinary medical terminology.
Prerequisites: None

VTDE 402 INTRODUCTION TO VETERINARY TECHNOLOGY 2.5 Credits
An introduction to the vocation of veterinary technology orientation to professional organizations, practice management skills, client relations, medical terminology, ethics, legal and occupational issues role of the veterinary technician in veterinary medicine, research, industry and private practice. Prerequisite: None

VTDE 801 COMPUTERS IN HEALTHCARE 3 Credit
This course introduces the student to the basic theory and concepts associated with the use of microcomputers. The student learns the fundamental skills to manage a desktop effectively, manage files, create documents, and use accessible features. In addition,

the student learns to create, format, edit, save, and print documents and spreadsheets. The student also receives instruction and practice in creating attractive and effective business presentations. Upon completion students will be able to create a basic business document and professional business presentation. Students will also be able to discuss and demonstrate the use of spreadsheets in everyday business functions. Prerequisites: None

GSDE 201 CELLULAR BIOLOGY 4 Credits
Cell biology is the study of the structure and function of prokaryotic and eukaryotic cells. In this course we will examine many different areas of cellular biology including: the synthesis and function of macromolecules such as DNA, RNA, and proteins control of gene expression membrane and organelle structure and function bioenergetics and cellular communication. Prerequisites: None

VTDE 401 CAREER SUCCESS SEMINAR 3 Credits
Students will explore and develop the skills necessary to prepare them for success in their career fields, such as goal setting, understanding employee policies, locating resources, managing time and money, building teams, and developing leadership skills. They will utilize computer software applicable to their career disciplines and ob searches. Students will also be introduced to concepts that are crucial for success in their career cycle, such as critical thinking, problem solving, self-marketing, and networking. Prerequisites: None

GSDE 406 COMMUNICATIONS IN HEALTHCARE 3 Credits
This course is an introduction to communication in a medical office setting. Students will learn the basics of English grammar, punctuation, spelling, vocabulary, and writing, as needed for written communications. Emphasis is placed on preparing emails, memos, instructions, and letters, as used in the medical office. Other key areas of development include listening, language, verbal, and non- verbal communication skills necessary to communicate information to coworkers, supervisors, physicians, patients, and other health care professionals. Topic areas also include the etiquette and protocol of introductions, greetings, conversations, and meetings. Students will research, organize, and use information from credible primary sources to support their written and oral work. Prerequisites: None

VTDE 403 ANIMAL HUSBANDRY & BREEDS 2.5 Credits
This course introduces students to the basic care, management, and handling of common domestic animals. Various breeds of each species are highlighted. Animal behavior will also be presented in the course material. Prerequisites: VTDE 402

GSDE 301 FUNDAMENTALS OF CHEMISTRY 3 Credits
This is an introductory course stressing concepts and qualitative understanding of the principles of chemistry. Topics are both descriptive and mathematical and include acids

and basis, atomic structure, chemical equations, chemical language, gases, molecular structure, solution chemistry, and chemical mathematics. Prerequisite: None

GSDE 302 MATHEMATICS FOR ALLIED HEALTH 3 Credits

The course acquaints students with logic and reasoning in mathematics. Skills developed include the conversion and usage of fractions, decimals, and percentages. Topics areas include problem-solving strategies algebra, functions and relations, dosage calculation, syringe calculations and the metric system. Students will use inductive and deductive approaches to solve problems and develop critical thinking skills, as they pertain to the application of mathematics. Prerequisites: None

VTDE 502 VETERINARY ANATOMY & PHYSIOLOGY II 3 Credits

This course is the continuation of the study of anatomy and physiology in common domestic species including the cardiovascular system, respiratory system, digestive systems, sense organs, the endocrine system, the urinary system, and reproductive system including pregnancy and lactation. Prerequisites: VTDE 501

VTDE 611 ANIMAL NUTRITION 3 Credits

This course focuses on fundamental animal nutrition for domestic species, including caloric and nutrient requirements, and feeding techniques. The student will learn to educate clients on the nutritional needs of various animal species and explain the necessity and purpose of veterinary prescription diets in the management of diseases. The student will also participate on the online Hill's Veterinary Nutritional Advocate certification program. Prerequisites: None

VTDE 603 VETERINARY PARASITOLOGY 3 Credits

Clinically significant internal and external parasites of domestic animals mites, lice, ticks, fleas, flies, nematodes, cestodes, trematodes and protozoans parasite life cycles, host infection and pathology prevention and treatment of parasitic infections diagnosis via sample collection methods discussed . Prerequisite: GSDE 201

VTDE 613 VETERINARY MICROBIOLOGY & IMMUNOLOGY 3 Credits

This course is a study of the history, classification, and nomenclature of bacteria, fungi, and viruses. The course will include discussions on sample collection and handling, bacteriology, mycology, virology, and immunology procedures. Prerequisites: GSDE 201 GSDE 301, VTDE 502

VTDE 404 VETERINARY OFFICE MANAGEMENT 3 Credits

This course provides students with the basic understanding of veterinary office and managerial duties such as client communication, admitting and discharging patients, scheduling, ordering, and inventory control will be presented. Course content will also focus on teamwork dynamics and compassion fatigue in regards to the veterinary profession. General cleaning and maintenance protocols of various clinical settings will also be presented. Prerequisite: None

VTDE 601 VETERINARY NURSING TECHNIQUES I 3 Credits

This course introduces basic practices and techniques of the veterinary clinic and biomedical research fields of dogs and cats. Techniques emphasized will include physical examinations, patient record keeping, grooming and husbandry techniques, medication administration, wound management, bandaging, and sample collection and handling.

Prerequisites: VTDE 403

VTDE 604 VETERINARY HEMATOLOGY & URINALYSIS 3 Credits

This course introduces and develops knowledge and skills necessary to perform hematology and urinalysis. Study of blood formation including: recognition of normal and abnormal blood cells from domestic and exotic animals, and accurate performance of the CBC is discussed. Prerequisite: None

VTDE 605 ANIMAL HEALTH & DISEASES 3 Credits

Provides students with a broad-based understanding of animal medicine and disease pathogens, host pathology, diagnosis, treatment and prevention for large and small animal species provides the necessary context in which to understand the why of doing diagnostic and therapeutic procedures. Principles of disease in large and small animal species clinical symptomology, diagnosis, therapy, epidemiology, prevention of common diseases toxicology, zoonotic diseases and medical emergencies course organized around body systems and associated pathologic conditions.

Prerequisite: VTDE 603

VTDE 606 VETERINARY NURSING TECHNIQUES II 4 Credits

This course is a continuation of nursing skills and techniques begun in Veterinary Nursing Techniques I. Emphasis will be placed on advanced nursing procedures including venipuncture, blood vessel catheterization, fluid therapy, emergency and critical care, dentistry, surgical preparation, asepsis and surgical instrumentation.

Prerequisites: VTDE 601

VTDE 607 VETERINARY PHARMACOLOGY 2 Credits

Use of drugs in veterinary medicine introduction to drug testing methodology and the use handling of prescriptions calculations of dosages and administration techniques drug actions, interactions, and adverse reactions will be discussed.

Prerequisites: VTDE 502, GSDE 301

VTDE 901 LABORATORY ANIMAL SCIENCE 3 Credits

This course is a comprehensive and integrated program designed to equip students with the necessary skills and knowledge for a wide range of career opportunities that involve working with laboratory and exotic animals. It builds upon foundational principles of laboratory animal medicine and extends into the realm of exotic animal

medicine and disease, covering critical topics such as disease diagnosis, treatment, prevention, ethical care practices, animal welfare regulations, biology, management, anatomy, physiology, nutrition, breeding, husbandry, sanitation, behavior, nursing, euthanasia, and necropsy. The course also emphasizes the importance of ethical considerations and compliance with animal welfare laws. Prerequisite: VTDE402

VTDE 602 VETERINARY DIAGNOSTIC IMAGING 3 Credits

In this course students learn the basic principles of x-ray production, radiographic positioning, x-ray machine operation, radiographic technique, and film processing. Radiation safety and proper use of protective equipment is emphasized. Special radiographic procedures and technique evaluation are thoroughly explored. Prerequisite: VTDE 502

VTDE 609 LARGE ANIMAL PRACTICUM 3 Credits

This course covers topics relevant to the medical, nursing and surgical techniques for the common domestic large animal species (bovine, caprine, equine, ovine, and swine). Topics include physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, dentistry, and lameness. Emphasis will include preventive medicine, large animal nutrition and feedstuffs, large animal medical and surgical procedures. Prerequisite: VTDE 606

VTDE 610 VETERINARY ANESTHESIA 3 Credits

Pharmacology of commonly used anesthetic agents, patient induction, monitoring and recovery, Anesthetic equipment and procedures, dose calculations, and anesthetic emergencies. Prerequisites: VTDE 607, VTDE 606, GSDE 302

GSDE 405 PROFESSIONAL DEVELOPMENT 3 Credits

This course is designed to teach students skills and resources available to seek industry employment by providing training in effective job search skills, knowledge, and attitudes. Students learn to identify and define employer expectations and applicant skills. Students also learn to identify, locate, and use primary resources for researching industry specific employers, job leads and employer contact information. Skills developed include application preparation skills such as creating a resume, cover letter, and reference page and preparing and learning interview techniques. Prerequisite: None

GSDE 901 INTRODUCTION TO PSYCHOLOGY 3 Credits

The primary goal of this course is to provide the student with basic psychological concepts and theories that will enhance their understanding of behavior and effective handling of problems. Areas of study include behavior neuroscience, sensation and perception, memory, motivation, emotion, childhood and adolescence, adulthood, social influences, psychological disorders and treatment, health and well-being. The course will bring relevance to psychology through real-world examples, practical applications, and discussions of the discipline's connection to health, education, business, law, and the environment. Prerequisites: None

VTDE 701 VETERINARY SURGICAL PROCEDURES

3 Credits

In this course students learn the fundamentals of routine veterinary surgical procedures, including patient preparation, identification of instruments, preparation of surgical packs, methods of sterilization, suture materials, and suture patterns. Pre-anesthetic laboratory testing, postoperative patient care, and client follow-up instructions are discussed. Techniques covered include advanced anesthetic techniques, special radiographic techniques, advanced dentistry, sample collection and processing, bandaging, and emergency and critical care procedures. Prerequisite: GSDE 302, VTDE 502, VT 604, VTDE 603, VTDE 606, VTDE 607, VTDE 610

VTDE408 VTNE Mock Exam Preparation

3 Credits

Building upon the foundational knowledge gained from prior VTNE Preparation Course, this mock exam preparation course is designed to further refine and solidify your understanding of veterinary technology concepts essential for success in the Veterinary Technician National Exam (VTNE). Through a series of comprehensive mock exams and targeted weekly review sessions, you will engage in rigorous practice to enhance your test-taking skills and reinforce key subject areas. Prerequisite: All previous term's courses

VTDE 407 VTNE PREPARATION

3 Credit

This course provides students with a comprehensive review to assist the student in preparation for state and national certifying examinations for the veterinary technician reviews basic science, clinical practices, diagnostics, and ethical concerns. Prerequisite: None

VTEX 1 CLINICAL I **

12 Credits

Upon successful completion of all previous Term 1-4 courses, students participate in a 300-hour clinical externship at a site of their choosing. In order to complete the first half of their required essential skills. During the clinical experience, students work with their chosen mentor to complete the remaining essential skills covered in the previous courses. Skills required during this experience include husbandry, nursing I and nursing II, hematology, and pharmacology. Students must submit proof of skill completion which includes, but is not limited to, video evidence and signed skill sheets. The clinical experience is supervised by the student's YTI assigned mentor as well as their chosen mentor at their site. Weekly reports will be submitted by the student to document his/her externship activities and learning. In addition, evaluations are made by the extern supervisor based on evaluation of proof of skill completion submitted. Prerequisites: All Term 1-4 courses.

VTEX II CLINICAL II **

12 Credits

Upon successful completion of all previous courses, students participate in a 300-hour final term clinical externship experience at a site of their choosing. Students work with their chosen mentor to complete the remaining essential skills covered in the previous courses. Skills required during this experience include lab animal, surgery, large animal, and microbiology. During this clinical experience, students will have the opportunity to come to campus for a 3-4 day large animal lab at the various sites used by YTI. Students must submit proof of skill completion which includes, but is not limited to, video evidence and signed skill sheets. The clinical experience is supervised by the student's YTI assigned

mentor as well as their chosen mentor at their site. Weekly reports will be submitted by the student to document his/her externship activities and learning. In addition, evaluations are made by the extern supervisor based on evaluation of proof of skill completion submitted. Prerequisites: All previous term's courses.

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YTI Career Institute - Altoona

ADDENDUM TO CATALOG

Graduation and Employment (Placement) Rates

YTI Career Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12-month reporting period as the denominator, and as the numerator, uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12-month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field, has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three-month allowance for placement related activities. The Respiratory Therapy paused enrollment during this time frame for curriculum revisions, so there were no applicable students to report on. The graduation and employment/placement rates for programs from the 202 ACCSC annual report are:

Graduation and Employment Cohort Start Date: 10/20-8/21				
Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Respiratory Therapy	40%	42%	131	53

Licensing Rates

When graduates from a particular program must pass a licensing or certification exam prior to being able to work in the field, the Accrediting Commission for Career Schools and Colleges (ACCSC), our accrediting agency, requires that schools publish a licensing exam pass rate for those programs. YTI Career Institute - Altoona calculates a Licensing Rate for the Respiratory Therapy program using a formula specified by ACCSC. The formula uses a cohort of students who began school during a given 12 month reporting period, graduated, and took the licensure exam as the denominator, and as the numerator uses the number of students from that group who passed the exam.

Because of the enrollment pause, the licensing rates for Respiratory Therapy start cohorts included in the ACCSC 2024 Annual Report are:

Campus	Program	Number of Graduates	Pass	Fail	Did not take exam	Pass Percentage
Altoona	Respiratory Therapy	53	25	19	9	57%

YTI Career Institute - Lancaster

ADDENDUM TO CATALOG

Graduation and Employment (Placement) Rates

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Graduation and Employment Cohort Start Date: 10/2021-8/2022				
Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Medical Billing and Coding	N/A	N/A	N/A	N/A
Pastry Arts	44%	71%	16	7
Graduation and Employment Cohort Start Date: 10/2020-9/2021				
Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Criminal Justice & First Response	N/A	N/A	N/A	N/A
Culinary Arts/ Restaurant Management	26%	89%	35	9
Health Information Management	N/A	N/A	N/A	N/A
Medical Assistant	N/A	N/A	N/A	N/A

YTI Career Institute - York

ADDENDUM TO CATALOG

Graduation and Employment (Placement) Rates

YTI Career Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12-month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12-month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three-month allowance for placement related activities. The graduation and employment/placement rates for programs from the 2024 ACCSC annual report are:

Graduation and Employment Cohort Start Date: 1/2022-12/2022				
Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Dental Assisting	58%	73%	45	26
Electrical Technology	61%	72%	49	30
Graduation and Employment Cohort Start Date: 10/2021-9/2022				
Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
HVACR	69%	70%	55	38
Graduation and Employment Cohort Start Date: 10/2020-9/2021				
Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Business Administration-Business Operations Management	N/A	N/A	N/A	N/A
Computer Aided Drafting and Design	N/A	N/A	N/A	N/A
Computer and Data Management	61%	73%	18	11
Electronics Engineering Technology	64%	100%	11	7
Medical Assistant	32%	71%	75	24
Veterinary Technician	45%	70%	101	45

Regarding Licensure and Certification

All applicants should be aware that YTI Career Institute's courses are designed to give our graduates the education and skills necessary for entry-level positions in their chosen field. In some instances, further education, training or work experience may be required for advanced positions, or to fulfill voluntary certification requirements or to obtain state licensure. Requirements will vary from state to state and Requirements will vary from state to state and even county to county or town to town, and may change over time. Students are encouraged to research licensing and certification requirements for the location in which they intend to work.

HVACR

There are no state-based licensing requirements in PA or MA for general HVACR work. Certain counties, townships or cities may have their own requirements, so students are encouraged to research regulations in the areas they intend to work. The program meets CT related instruction hours, and graduates can apply to the apprenticeship board as candidates with out-of-state education. We have not made a determination about licensing requirements in any other state. As part of their program, YTI Career Institute students have the opportunity to earn their OSHA 30 certification and their EPA Section 608A certification.

Computer Aided Drafting and Design (CADD)

There is no license or certification required for entry-level employment in PA, CT or MA. We have not made a determination about licensing requirements in any other state. Certain industry-recognized certifications can enhance employability.

Computer and Data Management

There is no license or certification required for entry-level employment in PA, CT or MA. We have not made a determination about licensing requirements in any other state. Certain industry-recognized certifications can enhance employability. YTI Career Institute students are able to sit for the following credentialing exams as part of their program:

- CompTIA A+ Certification Exams 1001 and 1002
- CompTIA Network+ Certification test
- CompTIA Cloud+ Certification Exam

Cybersecurity

There is no license or certification required for entry-level employment in PA, CT or MA. We have not made a determination about licensing requirements in any other state. Certain industry-recognized certifications can enhance employability. YTI Career Institute students are able to sit for the following credentialing exams as part of their program:

- CompTIA Security
- CompTIA CySA

Culinary Arts/Restaurant Management

There is no license or certification required for entry-level employment in PA. We have not made a determination about licensing requirements in any other state. Graduates of the Culinary Arts Restaurant Management program are eligible to apply for certification as a Certified Culinarian (CC) through the American Culinary Federation (ACF) as long as they are a member of ACF prior to graduation.

Dental Assisting

There is no license or certification required for entry-level employment in PA or CT. A license is required in MA, and the Dental Assisting curriculum meets licensure requirements. We have not made a determination about licensing requirements in any other state. Certain industry-recognized credentials can enhance employability. YTI students are able to sit for the Dental Assisting National Board (DANB) Radiation Health and Safety exam and Infection Control exam as part of their program. Both certificates can be applied toward the Certified Dental Assisting (CDA) credential.

YTI graduates who wish to sit for the General Chairside Assisting exam may do so after working 3500 hours in the field (or approximately 2 years). The DANB exam applications ask about any criminal records. Students with a record will need to provide copies of their court records to the DANB board which will make the decision as to whether or not the student may sit for any of the certification exams.

Electrical Technology

There are no state-based licensing requirements in PA for general electrical work. Certain counties, townships or cities may have their own requirements, so students are encouraged to research regulations in the areas they intend to work. This program does not meet the related instruction requirements for licensing in CT or MA. We have not made a determination about licensing requirements in any other state.

Electronics Engineering Technology

There are no state-based licensing requirements in PA for general electronics work. We have not made a determination about licensing requirements in any other state. Certain counties, townships or cities may have their own requirements, so students are encouraged to research regulations in the areas they intend to work.

Medical Assisting

There is currently no license or certification requirement for entry-level employment or practice in PA, CT or MA. We have not made a determination about licensing requirements in any other state. Certain industry-recognized certifications can enhance employability or may be required by the employer. YTI graduates are able to sit for the Certified Clinical Medical Assistant (CCMA) with the National Healthcareer Association (NHA). Candidates must sit for the NHA exam within 5 years of completing the Medical Assisting program to be eligible.

Medical Billing and Coding

There is currently no license or certification requirement for entry-level employment or practice in PA. We have not made a determination about licensing requirements in any other state. Certain industry-recognized certifications can enhance employability or may be required by the employer. YTI graduates are able to sit for a credentialing exam as part of their program. The Medical Billing and Coding program prepares students for the Certified Professional Coder (CPC) exam which is administered by the American Academy of Professional Coders (AAPC). Prior to testing the student must acquire membership to AAPC. The Medical Billing and Coding program also prepares students for the National Certified Insurance and Coding Specialist (NCICS) exam which is administered by the National Center for Competency Testing (NCCT).

Pastry Arts

There is no license or certification required for entry-level employment in PA. We have not made a determination about licensing requirements in any other state. Graduates of the Pastry Arts program are eligible to apply for certification as a Certified Pastry Culinarian (CPCC) through the American Culinary Federation (ACF) as long as they are a member of ACF prior to graduation.

Respiratory Therapy

Graduates must be licensed by the Commonwealth of Pennsylvania prior to working as a Respiratory Therapist in Pennsylvania. In order to apply for licensure, candidates must earn a minimum of an associate's degree through a respiratory therapy program accredited by the Commission on Accreditation for Respiratory Care (CoARC) and pass the National Board for Respiratory Care (NBRC) Therapist Multiple Choice (TMC) examination. The Respiratory Therapy program at YTI Career Institute - Altoona has earned Continuing Accreditation from the Commission on Accreditation for Respiratory Care (CoARC). YTI Career Institute-Altoona's Respiratory Therapy program is recognized by the National Board for Respiratory Care (NBRC) and graduates are eligible to sit for the TMC Examination. YTI graduates meet the educational requirements to apply for licensure in Alabama, Delaware, Florida, Georgia, Indiana, Kentucky, Maryland, Massachusetts, Minnesota, Mississippi, New York, Nebraska, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Texas, Virginia and West Virginia. We have not made a determination about licensing requirements in any other states.

Veterinary Technician

There is currently no license or certification requirement for entry-level employment or practice in PA. However, some employers may require applicants to be licensed as a veterinary technician. Individuals applying for a state Certified Veterinary Technician (CVT) license must first pass the American Association of Veterinary State Boards (AAVSB) Veterinary Technician National Examination (VTNE). In order to sit for the VTNE in Pennsylvania, one must have graduated from a veterinary technology program accredited by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA-CVTEA). We have not made a determination about licensing requirements in any other state.

The Pennsylvania State Board of Veterinary Medicine (the Board) requires a sworn statement submitted by each individual applying for a state Certified Veterinary Technician (CVT) license attesting that the individual has not been convicted of a felony under The Controlled Substance, Drug, Device and Cosmetic Act or convicted of a felony relating to a controlled substance within the last 10 years. State licensure as a Certified Veterinary Technician will not be conferred to an individual with such a conviction within the last 10 years. Additional documentation is required to be submitted to the Board for review if an individual has been convicted of such an offense and greater than 10 years have elapsed since the date of conviction.

The Board may refuse to certify an applicant who has been convicted of a felony or misdemeanor related to the profession or a crime of moral turpitude, or convicted of any violation of the The Controlled Substance, Drug, Device and Cosmetic Act including misdemeanors or is addicted to the habitual use of intoxicating liquors, narcotics or stimulants.

ADDENDUM – Distance Education

Distance Education Delivery at YTI Career Institute

There are multiple components to the delivery of education in an online format.

Synchronous Learning:

This is distance learning happening in real time, live, using conferencing applications or software. Learners login at a designated time and participate in live demonstrations and lecture at the same time as the instructor. At YTI Career Institute, all fully Online and Hybrid programs schedule synchronous sessions during the first week of the term and periodically throughout the course for question and answer periods and exam review. Sessions are recorded so all students have access to the material regardless of whether or not they attend the live session. These occasional, synchronous meetings for most programs are intermixed with the primarily asynchronous learning.

Asynchronous Learning:

This type of learning occurs when a course is delivered through an online format without live instruction. All fully Online and Hybrid programs deliver lecture material primarily in an asynchronous fashion. Faculty post a weekly announcement to guide learners through their course objectives, and each assignment has a designated due date. Assignments are usually due on a weekly basis, with the week running Monday through Sunday, and assignment for the week due by 11:59 pm on Sunday. Learners login at their convenience and have the flexibility to attend class at any time access to course materials is available 24 hours per day, 7 days per week, through the school's Learning Management System (LMS), Canvas. A syllabus is provided which outlines the learning objectives to be accomplished for the course. Weekly discussion boards, where students interact with the instructor and their classmates on designated topics, ensure that learners are examining the necessary subject matter and help to facilitate conversation, foster collaboration, and assist in developing high order thinking to better prepare learners for the demands of their career choice. Faculty post available office hours, so learners can reach out for assistance with course content and materials and can schedule appointments for tutoring or additional educational support. Instructors monitor each learner's progress through the online environment, and contact students to offer additional assistance, when it appears needed.

Fully Online Delivery:

The Computer Aided Drafting and Design (CADD), Medical Billing and Coding (MBC), Computer and Data Management (CDM) and Cybersecurity programs are offered 100% through distance education. All courses are primarily asynchronous (with the occasional synchronous meeting as described above) and lab requirements are met through a combination of recorded demonstration and simulation activities. These programs offer learners the highest level of flexibility while ensuring that the necessary skills set is developed through the close collaboration and mentoring of faculty who have spent years in the industry.

Hybrid Delivery.

All programs other than CADD, CDM, CYB, MA and MBC are delivered in a Hybrid format (Blended Learning), with lecture and other didactic activities delivered online, labs delivered on-campus and Externships or Clinical rotations delivered off-campus at approved sites. The Respiratory Therapy (RT) program delivers all lecture online, with lab occurring on campus or clinical sites, and Clinical Rotations occurring off campus. The Veterinary Technician (VT) program delivers all lecture and lab components online, with Clinical Externships occurring off campus.

Some COURSES within a hybrid program may be delivered fully online, while other courses combine on-campus labs with online lecture material. All lecture delivery is primarily asynchronous. Synchronous sessions may be scheduled, but are recorded so that students who are not available at the designated times can later watch the recording and benefit from the information shared during the synchronous meeting or review session.

For all programs except RT and VT, labs are scheduled on-campus and attendance is required. Lab schedules are provided prior to each term start and may vary by program, by course and by term within a program.

These hybrid courses require students to manage their time and complete their online work in a timely fashion, so as to be prepared for their hands-on lab experience. While the asynchronous portion of the course is available 24/7, students should plan and structure their time to ensure that they are prepared for lab and have reviewed all necessary content to make the most of their laboratory experience. Scheduled labs facilitate hands-on learning and give students the opportunity to put into practice the lessons they have been studying in the online environment. Practical application of a learned skill is an important part of preparing for a successful career and the hybrid programs offer training in industry modeled laboratories allowing learners the opportunity to develop, practice, and master the required skills expected for an entry level position. Externship and clinical assignments are conducted in person, off-campus, at an approved clinical or externship site.

Student Support in Distance Education Programs

Academic Advising:

For general academic questions regarding schedules, shifts, labs or leaves of absence, students should contact their Campus Director of Operations and Education via the links in Canvas.

Course Assistance:

For content questions or extra help sessions, students should contact their instructor via the instructor page in the course in the Canvas LMS. Students should take note of their instructor's office hours and plan their studies accordingly. Night Owls who like to do their school work while others sleep, should not leave new material until midnight the day it is due, as that does not give an instructor with office hours from 10-1 and 6-9 sufficient time to respond prior to the work needing to be submitted.

Financial Issues:

Students who experience a change in their financial situation should contact the Educational Funding department via the links in the Canvas LMS.

Learning Resource Center:

For information on library services, study skills, tutoring and other general educational support tips students should access the LRC page through the Student Services course in the Canvas LMS.

Student Services:

Students should access the Student Services course in Canvas for information on student support services including resources regarding child care, housing, food pantries, shelters, transportation and other issues impacting the student's ability to manage their coursework.

Technical Difficulties:

Students should contact the student helpdesk using the instructions in the Student Support Guide handout which came with their laptop, or in the Technical Support page of the Canvas LMS, for any difficulties accessing or using the LMS.

Addendum-Expanded Function Dental Assistant Program

Expanded Function Dental Assistant

YTI Career Institute - York offers a five-month diploma program in Expanded Function Dental Assistant. The Expanded Function Dental Assistant program focuses on placing dental restorations, matrices, rubber dams, and sealants. Students will understand the basic concept of contouring dental anatomy and proper occlusal relationships.

Prerequisite	Course Number	Course Name	Credits
	EFDE 1200	Expanded Function Dental Assisting*	5
EFDE1200	EF 2001	Externship **	4
		TOTAL QUARTER CREDITS	9

The EFDA program is offered in a Hybrid instruction delivery format, with didactic instruction occurring online, and hands-on labs occurring on campus. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Labs are scheduled every other week. Students will need to reserve approximately 12 hours per week for educational activities and study

* indicates a hybrid course and ** indicates course is fully on-ground.

Length of Program: Five (5) months, consisting of two (2) ten-week quarters.

Maximum class section size in this program is five (5) students.

Students attend labs either on Wednesday AND Thursday evenings or Fridays or Saturdays (days).

The Expanded Function Dental Assistant program at YTI Career Institute- York is approved by the Pennsylvania State Board of Dentistry.

The Expanded Function Dental Assistant program is included in the grant of Accreditation from the Accrediting Commission of Colleges and Career Schools (ACCSC) but is not approved for federal Title IV financial aid.

Expanded Functions Dental Assisting Course Descriptions

EFDE 1200 EXPANDED FUNCTION DENTAL ASSISTING 5 Credits

This course provides the knowledge, skills, and responsibilities of an Expanded Function Dental Assistant. Skills include: placing amalgam and composite restorations, fluoride application, coronal polishing, placing and removing dental matrices, and fabricating provisional restorations. Prerequisites: None

EF 2001 EXTERNSHIP 4 Credits

Upon successful completion of EFDE 1200, students participate in a 120-hour externship during their final term. Typically, externs will be scheduled for a minimum of 12 hours per week. The externship assignment may entail a morning, afternoon or evening schedule that may include weekdays or weekends. Students are required to obtain an externship site. Learning takes place on the job as students experience firsthand the day-to-day operations of the business. Supervised externship is customized to each student's abilities and capabilities. Weekly reports will be submitted by the student

to document his her externship activities and learning. The sponsoring externship host will also evaluate the student. In addition, evaluations are made by the extern coordinator based on a visit and observations. Prerequisites: EFDE 1200

Admissions Requirements

Expanded Function Dental Assistant Program

- submit a verification letter from employer stating that they have worked as a chairside assistant for a minimum of 2 years or provide proof of current CDA certification.
- submit proof of current CPR certification (Health Care Providers)
- submit proof of current Radiology certification
- submit verification of Hepatitis B vaccination. Proof of Immunization from a facility supervised by an appropriate medical professional must be provided. certify that they have a personal device and internet access which meet the technology requirements outlined in the catalog in order to complete the online portion of their classes.
- Take the Wonderlic Scholastic Level Exam (SLE), and obtain a passing score.
- Take an EFDA entrance assessment to demonstrate basic dental competencies in the following areas: infection control, radiation safety, tooth numbering, and chairside procedure. Applicants need to achieve a minimum score of 80.

Financial Information YTI Career Institute-York

Tuition Schedules as of June 1, 2023:

York Program	Quarters in Program	Tuition Per Quarter	Total Tuition for Program
Expanded Functional Dental Assistant (EFDA)	2	\$1,600	\$3,200

York Program	Lab/Externship Fee per term	Total Lab/Externship Fes
Expanded Functional Dental Assistant (EFDA)	\$10	\$20

York Program	Materials Fee 1	Materials Fee 2	Materials Fee 3
Expanded Function Dental Assistant (EFDA)	\$570	n/a	n/a

York Maximum Program Completion Time

Program	Normal Credit	Maximum Attempted Credits	Normal Terms	Maximum Terms
Expanded Functional Dental Assistant (EFDA)	9	13.5	2	3

Academic Calendar/Schedule

YTI begins new classes in Winter, Spring, Summer I, Summer II, and Fall of each year.
YTI observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

YTI Break Schedule

Martin Luther King Day	January 20, 2025
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
Summer Break	June 28, 2025 - July 6, 2025
Labor Day	September 1, 2025
Thanksgiving	November 27-28, 2025
Holiday Break	December 20, 2025 - December 28, 2025
Martin Luther King Day	January 19, 2026
Memorial Day	May 25, 2026
Independence Day	July 4, 2026
Summer Break	June 27, 2026 - July 5, 2026

Addendum-Medical Assisting

Medical Assisting

YTI Career Institute - York offers a diploma program in Medical Assisting. The program intensively covers both the administrative and clinical functions performed by medical assistants. Students will develop an understanding of anatomy and physiology, disease processes and prevention, medical terminology, billing and records management, and the skills involved in vital signs, charting, lab work and specimen collections, examinations, CPR and first aid. Emphasis is placed on day-to-day operational skills along with the personal, professional and customer service skills needed to be a contributing member of a medical practice. Graduates receive a diploma in Medical Assisting and will have sufficient knowledge and skills for entry-level employment as a medical assistant in medical offices, hospitals, clinics and other allied health environments.

Prerequisite	Course Number	Course Name	Credits
	MADE101	Intro To Medical Assisting*	2.5
	MADE102	Intro to Anatomy, Physiology and Medical Terminology *	2.5
	MADE103	Intro to Infection Control and Safety Precautions *	2.5
MADE101, MADE102,MADE103	MADE201	Administrative Medical Assisting*	2.5
MADE101, MADE102,MADE103	MADE202	Anatomy & Medical Terminology*	2.5
MADE101, MADE102,MADE103	MADE203	Clinical Procedures	2.5
MADE101, MADE102,MADE103	MADE301	Administrative Medical Assisting*	2.5
MADE101, MADE102,MADE103	MADE302	Anatomy & Medical Terminology*	2.5
MADE101, MADE102,MADE103	MADE303	Clinical Procedures	2.5
MADE101, MADE102,MADE103	MADE401	Administrative Medical Assisting*	2.5
MADE101, MADE102,MADE103	MADE402	Anatomy & Medical Terminology*	2.5
MADE101, MADE102,MADE103	MADE403	Clinical Procedures	2.5
MADE101, MADE102,MADE103	MADE501	Administrative Medical Assisting*	2.5
MADE101, MADE102,MADE103	MADE502	Anatomy & Medical Terminology*	2.5
MADE101, MADE102,MADE103	MADE503	Clinical Procedures	2.5
All previous courses	MADE601	Certification Review*	6.5
All previous courses	MADE606	Externship **	10
All previous courses	MADE 700	Professional Readiness*	2.0
TOTAL QUARTER CREDITS			56

First term course pre-requisite to all other courses

Courses are delivered in a hybrid format, except * indicates course is fully online, and ** indicates course is fully on-ground

Length of Program: Ten (10) months, consisting of four (4) ten-week quarters. The first three terms each contain two 5-week modules. After the first module, the courses taught within each of the next 3 modules are independent of each other, and thus the sequence in which they are offered to students may vary.

Certification review is always the last module, and Externship occupies the full, final term.

Maximum class section size for this program is fifty (50) students for on-line lecture and twenty-four students (24) in lab.

The Medical Assisting program is offered in a Hybrid delivery format, with didactic instruction occurring online, hands-on labs occurring on campus and final term externship occurring off campus. Online instruction is primarily asynchronous, with assignments and homework accessible 24 hours a day seven days per week through the Learning Management System (LMS). Labs are scheduled 2-3 times per week. Students will need to reserve approximately 25-30 hours per week for educational activities and study.

This course is an introduction to techniques practiced in classifying and controlling infectious microorganisms including medical asepsis and sterilization. Assisting the physician with various office procedures in different specialties. Basic microbiology will be explored. Prerequisites: MADE101, MADE102, MADE103

This course will introduce and discuss the skills required to successfully manage medical records, including filing and medical record organization. Theory and practical application of Electronic Health Records implementation and use will be covered. Prerequisites: MADE101, MADE102, MADE103

This course is an introduction to the structure, cells, tissue, physiology, and mechanisms of disease in the Cardiovascular, Respiratory, and Integumentary systems, the common diseases related to those systems, Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation, and prevention of those diseases. The course will include Instruction and practice in building, defining, and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. Prerequisites: MADE101, MADE102, MADE103

This course is an introduction to techniques practiced in classifying and controlling infectious microorganisms including medical asepsis and sterilization. Assisting the physician with various minor surgical procedures. Basic clinical skills, charting skills, electrocardiograms and performing EKGs, and demonstrate CPR. Prerequisites: MADE101, MADE102, MADE103

This course is an introduction and discussion of the types of medical insurance and how to submit third-party billings to insurance companies using proper coding techniques. A simulated office software program will introduce the daily workings of a medical office and facility management will be discussed. Prerequisites: MADE101, MADE102, MADE103

MADE402	ANATOMY & MEDICAL TERMINOLOGY *	2.5 Credits
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This course is an introduction to the structure, cells, tissue, physiology, and mechanisms of disease in the Skeletal, Muscular, and Digestive systems, the common diseases related to those systems, Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation, and prevention of those diseases. The course will include Instruction and practice in building, defining, and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. Prerequisites: MADE101, MADE102, MADE103

MADE403	CLINICAL PROCEDURES	2.5 Credits
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This course is an introduction to the practice of completing medical histories; proper charting including several methods of documentation. Preparation of patients and exam rooms for routine and specialty exams; theory of physical therapy modalities, pain management. Prerequisites: MADE101, MADE102, MADE103

MADE501	ADMINISTRATIVE MEDICAL ASSISTING*	2.5 Credits
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This course will introduce and discuss the function of the medical assistant in the daily financial practices and accounting systems in medical offices. Billing and collection procedures will be introduced. The student will be provided with theory concerning the factors to take into consideration in order to understand ourselves and others better.

Prerequisites: MADE101, MADE102, MADE103

MADE502	ANATOMY & MEDICAL TERMINOLOGY *	2.5 Credits
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This course is an introduction to the structure, cells, tissue, physiology, and mechanisms of disease in the Endocrine, Lymphatic and Hematology, the common diseases related to those systems, Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation, and prevention of those diseases. The course will include Instruction and practice in building, defining, and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. Information on Psychiatry and the study of Oncology will be presented. Prerequisites: MADE101, MADE102, MADE103

MADE503	CLINICAL PROCEDURES	2.5 Credits
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This course is an introduction to dosing, administering, and understanding the actions of medications. Collecting, handling, and documenting venous, capillary specimens. Prerequisites: MADE101, MADE102, MADE103

MADE601 CERTIFICATION REVIEW * 6.5 Credits

This course is designed as a review tool for medical assisting student in preparation for medical assisting certification examinations. The course is designed to aid students in recalling clinical and administrative medical assisting principles and rules. Methods to improve test-taking skills and relieve test anxiety are included. Prerequisites: All previous courses

MADE606 EXTERNSHIP****10 Credits**

Upon successful completion of all previous courses, students participate in a 340-hour externship during their final term. Typically, externs will be scheduled for a minimum of 34 hours per week. The externship assignment may entail a day or evening schedule that may include weekdays or weekends. Learning takes place on the job as students experience first-hand the day-to-day operations of the business. Externships are generally unpaid. Students should be aware that some Externship sites will require background checks, drug tests and or updated immunizations, including COVID, all of which would be the student's financial responsibility. Externship sites are generally within a sixty (60) mile radius of campus.

Supervised externships are customized to each student's abilities and capabilities. Weekly online discussions will take place with students sharing their externship experience with classmates. The sponsoring employer will also evaluate the student. In addition, evaluations are made by the externship coordinator (practicum coordinator) based on a visitation and observations. Prerequisites: All previous courses

MADE700 Professional Readiness***2.0 credits**

This course is designed as a review tool for the Medical Assisting student while on externship. The course will aid students in recalling clinical and administrative medical assisting principles and rules in preparation for the national exam.

At the conclusion of this course, the student will be able to use their knowledge and understanding of administrative and clinical procedures to be well prepared for the national certification. Prerequisites: All previous courses.

Financial Information YTI Career Institute-York

Tuition Schedules as of February 1, 2025:

York Program	Quarters in Program	Tuition Per Quarter	Total Tuition for Program
Medical Assisting (diploma)	4	\$4,596	\$18,384

Materials Fee 1	Materials Fees 2	Lab/Externship Fee per term	Total Lab/Externship Fes
\$1,896	n/a	\$50	\$200

York Maximum Program Completion Time

Program	Normal Credit	Maximum Attempted Credits	Normal Terms	Maximum Terms
Medical Assisting (Diploma)	56	84	4	6

