

## SATC TECHNICAL PROGRAMS

### CERTIFICATE / ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Students attending SATC may earn a technical certificate and/or an Associate of Applied Science (AAS) Degree in the following programs:

Auto Collision Repair  
Automotive Technology  
Business Administrative Technology  
Commercial and Advertising Art  
Computer Aided Drafting  
Construction Technology  
Dental Assistant  
Diesel Technology  
Electrical Technology  
Electronic Engineering Technology  
Environmental Technology (technical certificate program only)  
Heating, Ventilation and Air Conditioning (HVAC)  
Machine Tool Technology  
Medical Assistant  
Welding Technology

Practical Nursing\*

\* Hutchinson Community College offers Practical Nursing on the Salina Area Technical College campus through a partnership with both institutions and The Salina Regional Health Center. See Student Services for more information.

The Associate in Applied Science (AAS) degree requires a minimum of 60 credit hours to include a technical certificate and at least 15 credits of general education courses. Courses and programs listed are subject to change pending KBOR state curriculum alignment approval. Students should seek degree program evaluation, analysis and advice from the institution to which they plan to enroll. Contact Student Services for more information.

### GENERAL EDUCATION

General education courses meeting the AAS degree requirements may also be transferred from an accredited college/university. Individual programs may have specific general education requirements. A grade of "C" or higher must be earned in general education courses. Only courses numbered 100 or higher count toward the AAS Degree.

## ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS

The Associate in Applied Science degree will be awarded upon satisfactory completion of a planned program of not less than sixty (60) college credits and a cumulative GPA of 2.0 including the following distribution of General Education credits:

### **I. COMMUNICATIONS** \_\_\_\_\_ **6 Hours**

- \_\_\_ COM 100 Technical Communications 3 credits
- \_\_\_ ENG 101 English Composition I 3 credits
- \_\_\_ COM 105 Public Speaking 3 credits
- \_\_\_ Other ENG or COM transfer credit accepted by Registrar's approval.

### **II. MATHEMATICS, Science and/or Computer Science** \_\_\_\_\_ **6 Hours**

Minimum one mathematics course (determined by Program):

- \_\_\_ MAT 101 Technical Mathematics 3 credits
- \_\_\_ MAT 105 Intermediate Algebra 3 credits
- \_\_\_ MAT 150 College Algebra 3 credits
- \_\_\_ CSA 105 Introduction to Computer Applications & Concepts 3 credits
- \_\_\_ Other MAT, SCI, and CSA transfer credit accepted by Registrar's approval.

### **III. SOCIAL SCIENCES and/or HUMANITIES & FINE ARTS** \_\_\_\_\_ **3 Hours**

- \_\_\_ PSY 101 General Psychology 3 credits
- \_\_\_ HUM 101 Ethics in the Workplace 3 credits
- \_\_\_ Other SOC, HUM, and FA transfer credit accepted by Registrar's approval.

## GENERAL EDUCATION ASSESSMENT

By taking general education classes students will develop competency in three lifelong learning areas: communication, critical thinking, and workplace skills.

**Communication:** students will demonstrate effective written and oral communication skills.

**Critical Thinking:** students will demonstrate the ability to solve problems involving several steps of analysis and judgment.

**Workplace skills:** students will develop "soft skills," other than technical proficiency, which enhance employee and organization performance.

## CO-CURRICULAR LEARNING

SATC promotes learning outside the classroom to promote a more creative, informed, and well-rounded student. Co-curricular activities are designed to help the student be a better employee and a better citizen. Some activities enhance technical literacy, others develop social responsibility, and still others allow for behavioral growth necessary for dependable citizenry.

While program goals shape learning necessary for employment, co-curricular activities add to this by shaping attitude and "life" skills.

## CLINICAL EXPERIENCE

In most health occupation programs, students are required to complete hours of practical experience as part of their curriculum.

## INTERNSHIPS

Internships are designed to enhance the learning opportunities of students outside of the classroom and labs of Salina Area Technical College. Internships are established by the instructor in partnership with industry to meet the individual learning needs of well-skilled students. The purpose of the internship is to allow students to apply skills in a real world learning environment. Internships are generally short term – one day to three weeks. Students using VA Benefits should contact the VA at <http://www.gibill.va.gov/> or at 1-888-442-4551 to determine their eligibility in internship programs.

- Internships may be paid or unpaid.
- Internships must be approved by the instructor.
- All internships must have clear written instructional objectives.

Internship paperwork to be completed:

- The ***Internship Agreement*** must be completed by the instructor and signed by the instructor, the industry partner, the student, and the Vice President of Instruction.
- The instructor will complete the Internship ***Student Job Tasks Form***.
- The employer will complete the ***Internship Progress Report***.
- Students will complete the ***Internship Log of Activities***.

## SERVICE LEARNING

SATC offers community-based learning opportunities in many programs. Students use skills developed in their programs to improve the community and develop their citizenship skills.

## CONTINUING EDUCATION

Continuing Education focuses on student and industry needs utilizing state-of-the-art technology while providing practical solutions to business problems. It offers a variety of certificates of completion in health sciences, manufacturing, construction, CAD, industrial maintenance, technical/maintenance and other business and industry courses through seminars, workshops and courses.

Continuing Education courses taken for college credit may be used as electives toward a degree. Students are encouraged to work with the Vice President of Student Services to develop a plan of study that leads to a certificate or degree program.

Community members are welcome to take these courses for employment, retraining, enrichment, or improvement of skills.

## CUSTOMIZED TRAINING

Salina Area Technical College is prepared to respond quickly to the unique training needs of area businesses and industries. Specialized programs can be developed and delivered either on-site or at the site of the industry partner. Training can be formatted and scheduled to the specification of the customer.

Instruction enables employees to learn the skills one day and put those skills to use the next. The training sessions can be conveniently scheduled for full-day, half-day, evening or weekend delivery, and can be held at industry partner locations or at SATC facilities.

Business and industry representatives may contact the Director of Continuing Education, at 785-309-3105 for more information.

## ADMISSIONS

### CAMPUS VISITS

Prospective students are encouraged to visit the campus. The campus is open year-round, and there is always a staff member available to answer questions and provide information. Although visitors are encouraged to schedule an appointment, drop-ins are welcome.

### ACADEMIC ADVISING SERVICES

As students choose an SATC program of study, Student Services Staff coordinate campus visits, career inventories, job shadowing experiences, and/or meetings with instructional staff to help prospective students choose a program of study or specific courses to fit his/her educational or career goals.

The Vice President of Student Services advises new students on initial program requirements. Once students are enrolled, faculty serve as advisors and will assist students in developing a degree completion plan, selecting courses each semester and monitoring academic progress toward completing the selected certificate or degree program. An advisor's signature is required for the completion of a student's verification of graduation eligibility. Each student is responsible for working out a plan of education with his/her advisor.

### ADMISSIONS POLICY

Student admission is open to all applicants but enrollment is limited by class size. Applications are accepted on a first-come basis. Individuals seeking admission or re-admission are encouraged to apply as soon as possible. Students who want to attend Salina Tech must submit a completed application to the Student Services office accompanied by the campus fee. Students must complete a high school diploma or GED before a degree or technical certificate or financial aid can be awarded. It is the responsibility of the student to provide an official high school transcript or GED scores.