2021-2022

COLLEGE CATALOG AND STUDENT HANDBOOK

Updated on 10/1/2021
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Welcome to Salina Area Technical College where you can jump start your life.

Salina Tech offers technical certificates and associate degrees housed in our state-of-the-art training facilities. You are the center of our existence and your aspirations can become a reality at SATC. The people of Salina Tech offer caring customer service and academic excellence in a variety of fields that prepare you for work and life.

As stated in our mission, Salina Tech seeks to equip learners with the technical and general education skills necessary for employment, personal growth and lifelong learning. So, whether you are in high school getting a head start on your college education, retooling your career, or launching yourself into the future of a high-tech, global workforce, the contemporary program offerings at Salina Tech can assist you in your journey to success.

Gregory A. Nichols
President
GENERAL INFORMATION

College Location
Salina Area Technical College
2562 Centennial Road
Salina, KS 67401

Important Phone Numbers
Student Services/switchboard 785-309-3100
Student Services/Toll Free 800-466-7989
Fax 785-309-3101
Financial Aid 785-309-3147
Learning Resources 785-309-3136
Recruiting Office 785-309-3100
Registrar 785-309-3137
Business Office 785-309-3104
Continuing Education 785-309-3100
Instruction 785-309-3107

College Office Hours
Academic year: Monday-Thursday, 7:00 am-5:00 pm / Friday, 7:00 am-3:30 pm.
Summer: Monday-Thursday, 7:00 am-5:00 pm.

COLLEGE CLOSURE, EMERGENCY, INCLEMENT WEATHER
Students should check the College website, social media, local television, and/or local radio stations for information concerning closings and possible late starts due to inclement weather.

Note for high school students: If Salina Tech is open, high school students are expected to attend, even if their high school is closed. If a student is unable to attend class due to inclement weather or road conditions, his/her parent or guardian should notify the student’s instructor.

CATALOG POLICY
Enrolling students follow the provisions of the catalog in use at the time of enrollment. When students interrupt their continuous attendance for one semester or change their degree or certificate programs, they will become subject to the provisions of the catalog current with their next enrollment. The catalog is not a contract. Salina Tech may make changes in the catalog including changes in academic program requirements. Any significant changes will be posted on the Salina Tech website after official online publication.

This publication should not be considered a contract between Salina Area Technical College and any student. Salina Tech retains the right to make changes in programs, course offerings, policies, graduation requirements, tuition, fees and refunds without notice.

GOVERNANCE
All higher education in Kansas is coordinated under the direction of the Kansas Board of Regents, [http://www.kansasregents.org](http://www.kansasregents.org). The Kansas Technical Education Authority oversees all technical education in Kansas under the direction of the Kansas Board of Regents.

Salina Tech is locally governed by a Board of Trustees. The Board of Trustees establishes and publishes policies. The Board usually meets on the fourth Monday of the month at Salina Tech. Minutes are available on the Salina Tech website at: [https://www.salinatech.edu/about-us/board-of-trustees-2/board-of-trustees/](https://www.salinatech.edu/about-us/board-of-trustees-2/board-of-trustees/).

Additional information is available from the President.

ACCREDITATION AND AFFILIATIONS
Salina Area Technical College is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

Program accreditations include:
- The Dental Assistant program is accredited by the Council on Dental Accreditation of the American Dental Association (CODA).
- The Automotive Technology, Auto Collision Repair, and Diesel Technology programs are all accredited by the National Automotive Technicians Education Foundation (NATEF), a division of Automotive Service Excellence (ASE).

COMMITMENT TO DIVERSITY
Salina Area Technical College embraces the diversity of our students, employees, and community by promoting inclusion and access for all.

FISCAL YEARS 19-21 STRATEGIC PLAN

Mission
Salina Area Technical College will meet the employment needs of the region by providing a diverse community of learners with the technical and general education skills necessary for employment, personal growth, and lifelong learning.

Vision
Be the college of choice for the region where students are equipped to succeed in the dynamic world of business and industry.

Value Statements
Collaboration: To build a stronger community, SATC values partnerships with K-12, business, and community organizations. Together, we can achieve more.

Life-long Learning: SATC values supporting individual goals that encourage students to learn, grow, collaborate, and innovate throughout their life.

Diversity: SATC values embracing the diversity of our students, employees, and community by promoting inclusion and access for all.
Excellence: SATC values its students and is committed to providing an education that encourages responsible, successful, and ethical employees. 

Innovation: SATC values innovative technology and delivery methods to keep student learning relevant within a rapidly-changing world.

Strategic Priorities
1. Expand access to educational opportunities.
2. Improve visibility and perception.
3. Provide quality instruction that meets community needs.
4. Enhance fiscal strength.
5. Maintain HLC accreditation.

STUDENT RIGHTS AND RESPONSIBILITIES

Ethical Use of Information
Salina Area Technical College (SATC) expects all students to maintain high standards of honor in personal and academic conduct. Any deviation from this expectation may result in a minimum of a failing grade for the assignment and potentially a failing grade for the course. All academic honesty concerns will be reported to SATC’s Student Services office. Academic honesty policy includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, and the abuse of resource materials. When in doubt on collaboration, citation, or any issue, please contact the instructor or see the College Catalog for more information.

Computer Software Copyright
Illegal copies of copyrighted programs or other computer software may not be made or used on college equipment.

Copyright Policy
The Higher Education Opportunity Act (HEOA) requires Salina Tech to have processes in place to effectively combat the unauthorized distribution of copyrighted material and, to the extent practicable, offer alternatives to illegal downloading or peer-to-peer distribution of intellectual property.

Copyright infringement constitutes a violation of institutional policy and may create potential liability for both civil and criminal actions. Action on the part of the institution as a matter of policy does not remedy a user against possible legal actions from the content owner or possible criminal actions on the part of law enforcement.

Salina Tech complies with HEOA requirements as follows:

- Publishes warnings online, in print, and in presentations that students who violate copyright laws are subject to disciplinary action by the college as well as prosecution under state and federal guidelines.

- The Chief Student Services Officer annually discloses this information to students through electronic means that defines copyright law, details college rules for file sharing, and lists legal alternatives for acquiring copyrighted materials.

- The College monitors network activity and utilizes network appliances specifically for stopping illegal file sharing and copyright use.

Copyright infringement is a serious violation of Salina Tech’s Student and Employee Code of Conduct that can cause a student to get an “F” for the assignment - course, be suspended from school; or cause an employee to be disciplined.

Resources for Legal Downloading and More Information

- Legal Music downloading

- Legal Movies and TV Shows
  http://www.mpaa.org

- Salina Tech Website
  https://www.salinatech.edu/students/learning-resources/

- Salina Tech Catalog, Student Code of Conduct
- Salina Tech Online Policy Manual

Copyright Notice - Warning Concerning/ Restrictions
The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” Additionally, the work cannot be digital material such as “a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work other than an audiovisual work dealing with news.” Materials may be used for limited educational purposes (in class). If a user makes a request for, or uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

Academic Honesty
Salina Tech expects students to perform with integrity. Therefore, any violation of academic honesty is considered a violation of this basic ethical premise and opposes the educational goals of the student and the college; the student will be confronted.

An offense includes, but is not limited to:

- Cheating on a test
- Plagiarism, which is defined as the use of another’s work in any form without proper documentation or citation. This includes:
Student Conduct

Students are expected to conduct themselves in a mature, responsible manner and contribute to an atmosphere conducive to a healthy, safe and secure learning environment. Students shall not use violence, force, noise, curse words, foul language, coercion, threats, intimidation, fear, passive resistance, passive aggressive behavior or engage in any other conduct with the intent to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the college.

Student Code of Conduct

Any act which interferes with the learning process, rights of others, disrupts or impairs the normal functioning of the college, damages or destroys property, or impairs health or safety is grounds for disciplinary action. Depending on the severity and the number of violations, disciplinary action can include, but are not limited to: warning, probation, suspension, being administratively withdrawn from one or more classes, or permanent expulsion. Other remedies may also be used to resolve the complaints. Students who feel the disciplinary action is unfair may file an appeal (see Student Code of Conduct Violations Appeal below).

Examples of misconduct subject to disciplinary action include, but are not limited to, the following:

1. Dishonesty and falsification including: forgery, alteration of college documents, false identification, and misuse of educational materials or college property.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on college premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, or other threatening conduct.
4. Theft of, or damage to, property on the college premises or at authorized college functions.
5. Unauthorized entry to or use of college facilities; unauthorized use of college equipment.
6. Use of, being under the influence of, possession of, or distribution of alcohol or illegal and/or dangerous drugs on campus, at college-sponsored functions, or in state-owned or leased vehicles, except as expressly permitted by law and college regulations.
7. Failing to settle any debts with the college or any agency associated with the college and/or delivering any check to the college that is not supported by sufficient funds or is deemed worthless.
8. Acts of abusive speech or writing that expose any individual or group to hatred, contempt, or ridicule. This includes ridicule on or off campus.
9. Inappropriate dress or personal hygiene that is disruptive to the learning environment.
10. Unauthorized distribution or sale of goods on campus.
11. Failure to comply with reasonable requests and orders by authorized college officials or representatives acting on behalf of the college. (This requirement includes reasonable requests for students to attend any scheduled appointments in administrative offices, at disciplinary investigations, and/or at hearings.)

12. Driving any vehicle with willful or wanton disregard for the safety of persons or property on campus.

13. Parking in non-designated parking spots, or parking in designated visitor, handicapped, or loading/unloading zones.

14. Unauthorized use of cell phones during regular class/shop/lab instruction and clinical time.

15. Unauthorized presence of pets on campus that cause a disruption to the learning environment.

16. Any form of vaping, smoking, or use of tobacco or other controlled substances is prohibited everywhere on campus unless it is in a designated, authorized area.

17. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on campus or at college-sponsored activities except as permitted by law and college regulations. (Weapons are defined as firearms, knives, explosives, flammable materials, or any other items that may cause bodily injury or damage to property.)

18. Unacceptable uses of any college-owned computing equipment and/or network including knowingly spreading computer viruses; violations of copyright law; accessing pornographic sites; using the network for financial gain, commercial activity, or illegal activity; downloading, loading, or executing software without appropriate authorization.

19. Leaving children unattended or unsupervised in campus buildings or on campus grounds. Children are not allowed in class.

20. Engaging in behavior which may constitute sexual harassment, such as sexually suggestive looks, comments or gestures; prolonged staring, sexual teasing, or jokes; pressure for dates; sexually demeaning comments; deliberate touching, cornering, or pinching; attempt to kiss or fondle; pressure for sex; other actions of a sexual nature which create an intimidating, hostile environment.

21. Violating federal, state, and municipal laws.

22. Violation of departmental or campus safety rules or procedures.

**Student Code of Conduct Violations Appeal**

The student may file an appeal to college administration. The Chief Student Services Officer or college designee is charged with the responsibility for the administration of appeal procedures, including selecting an Appeals Council, taking notes, keeping official records of the proceedings, setting time limits for the speakers and responses, and a format for the proceedings. The hearing will be closed and confidential.

The college designee will attempt to convene the Appeals Council within five days. The college designee shall select an impartial Appeals Council to include three members including: one student, one faculty member, and one administrator or staff member. An advisor may be present to advise either party, but may not take part in the hearing proceedings. The council will hear statements from and may question the complainant and accused student. However, the student has the right, without penalty, to not communicate. In that case, the violation decision will be based upon other evidence. The Appeals Council may accept statements in writing on behalf of complainant, respondent, or witnesses. The Appeals Council may pursue other actions it deems necessary to obtain pertinent information to fulfill its role.

To find that a student has violated a standard of conduct, the “burden of proof is a “preponderance of evidence.” Within five days after completion of the hearing, the council will report its findings and decision to the designated college representative. The college representative will notify both parties of the decision as soon as possible.

The decision of the Appeals Council is final for violations of the Student Code of Conduct. If a student feels that a college policy, procedure, practice, or action hampers their education process or individual rights or freedoms they may contact the Dispute Resolution Officer.

**Administrative Withdrawal**

A student may be administratively withdrawn from any or all courses by a college administrator when one of the following conditions exits:

- The student has been dismissed from the college, regardless of the reason.
- The student fails to satisfy financial obligations to the college.
- The student has not satisfied minimum academic standards of a program of study and is not permitted to continue classes.
- The student has violated the Student Code of Conduct.

The student will be notified in writing by standard mail. A hold may be placed on his/her account depending on why he/she was administratively withdrawn, and a student may have to wait a full semester before completing the readmission process and being allowed to return.

A student who is administratively withdrawn may appeal by filing a written appeal in Student Services within 5 days of notification of being withdrawn. The appeal must include reasons why the student failed to meet college standards and what the student’s plan is to meet them after he or she is readmitted.
The Chief Student Services Officer will investigate and make a decision. The student may attend class during the appeal process. The student may or may not have to go through the readmission process depending on the time of the administrative withdrawal and his/her appeal.

The student may file an appeal with the college’s Board of Trustees within 15 days of the date of the Chief Student Services Officer denial. Contact the President for the procedure. The Board’s decision is final.

Faculty Removal of a Student from Class
In the event of student misconduct, a faculty or staff member may take reasonable and discretionary action including, but not limited to, requesting the student leave the area for the duration of the specified activity or class period. The instructor will notify Student Services Officer upon making this request.

Summary Suspension
The college president or designee may, at any time, immediately suspend a student from the college for up to 10 days if he/she believes that the presence of the student on campus would seriously disrupt the operation of the college or constitute a danger to the health, safety, or welfare of students or college employees. During this time, the college will investigate the conduct violation and notify the accused student of the results of the investigation. The student may appeal the decision of the investigation as described below.

Due Process of Summary Suspension
A student accused of violating the above code has a right to due process. The accused student will be informed of the nature of the complaint and be given an opportunity to respond. Witnesses and other appropriate individuals may be interviewed. College personnel will try to reach a decision within five business days.

Filing a Complaint
Students have the right to be heard and their complaints acted upon if and when they feel that decisions made, or actions taken are unfair, unreasonable or discriminatory. Students are encouraged to take their complaints to the Dispute Resolution Officer regarding an employee, rule or regulation by following the Complaint Procedures below.

Complaint Procedures
A complaint is an action filed by a student or group of students stating a belief that the educational process is being hampered or individual rights/freedoms are being denied through an employee action, violation of a college policy, procedure, or practice. It requires a request for some specific action to occur. The petitioner states the complaint in written form to the Resolution Officer or college designee and should include:

- The college policy, procedure, practice, or action that is in question, and what rights or freedoms they are affecting.
- The date, time, and location this occurred.
- A list of the informal attempts that were made to resolve the matter.
- The individual’s opinion of what needs to be done to resolve the matter.

College administration will determine if the matter is a grievable offense. The matter will be closed if the situation is determined “not grievable” and the petitioner will be notified of the reasons.

Otherwise, the college designee will respond to the petitioner in writing within 15 days after receipt of the written complaint, or as soon as practically possible. If the response is satisfactory to the petitioner, no further action is necessary.

If the petitioner is not satisfied with the response of the College designee, the petitioner notifies the college designee to proceed to a hearing with the College. The college designee will convene the council within 15 days of the second notification from the petitioner, or as soon as practically possible. Notice shall be given to all parties at least 7 days prior to the hearing, unless the parties agree to a shorter time. The college designee will select an impartial Council to include three members, including: one student, one faculty member, and one administrator or staff member.

The Council will hear statements from the petitioner and respondent and may question both. The Council may accept statements in writing on behalf of petitioner or respondent. The Council may pursue other actions it deems necessary to obtain pertinent information to fulfill its role.

The Council will report its findings and its decision to the college designee within 15 days after completion of the hearing, or as soon as practically possible. The college designee must notify both parties of the decision in writing within 10 days.

These proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

Appeal of Council Finding
The right to appeal the decision is available for a period of 15 days after notification of the decision of the College Council. If any resolution is not reached to the student’s satisfaction, the individual may file an appeal with the college’s Board of Trustees. Students can contact the college President regarding the procedure. The Board’s decision is final.
Weapons
Salina Area Technical College prohibits the possession and use of firearms, explosives, and other weapons on campus, with certain limited exceptions. Please see college policy – Weapons Policy/Conceal Carry for more information. This policy is in accordance with the Kansas Board of Regents (“Board”) Policy and state law, K.S.A 75-7c01, et seq.

Tobacco-Free Campus
The use of tobacco products will not be allowed within the facilities of Salina Tech at any time. The designated smoking area for building A is located on the patio area behind building A on the southwest corner of the building. The designated smoking areas for buildings B and C are directly behind the buildings at least 20 feet from any entrance. The designated smoking area for building E will be located on the southwest corner of the building at least 20 feet from any entrance.

There shall be no tobacco use in any company vehicle. There will be no tobacco use in personal vehicles when transporting people on Salina Tech authorized business.

Drug-Free Workplace
The unlawful manufacture, possession, distribution or use of a controlled substance or alcoholic beverage is prohibited at the college. As a condition of employment at the college, employees shall abide by the terms of this policy. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the President of the conviction within five days after the conviction. The college will take appropriate action with the employee within 30 days after notice of conviction is received. Such action may include suspension, probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under Board policies or the negotiated agreement.

Employees who are found violating the terms of this policy may be reported to the appropriate law enforcement officers. Prior to application of sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law.

All arrangements for participation in a drug and alcohol education, treatment, counseling, or rehabilitation program are entirely the responsibility of the employee.

Drug-Free College Policy
The unlawful manufacture, possession, distribution or use of a controlled substance or alcoholic beverage is prohibited on the college campus or by anyone conducting college business, regardless of location. To provide a safe and healthy working and learning environment, employees and students of Salina Tech are expected to be in appropriate mental and physical condition to perform assigned duties and fully participate in the learning process. See also the Salina Tech Drug-Free Workplace as listed above. Resources for students and employees who need assistance with substance abuse are encouraged to contact their Salina Tech instructor, or any Salina Tech administrative staff member. Resources are listed in the Substance Abuse Assistance and Local Resources below.

Drug and Alcohol Awareness
Salina Tech recognizes the emotional and social impact of drug and alcohol problems. Students who would like to have a confidential discussion regarding drug or alcohol usage should contact the Chief Student Services Officer for available community assessment services. While Salina Tech supports state and local drug and alcohol laws, we also recognize and support students who are seeking assistance with drug or alcohol concerns.

Part 86, the Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]) requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Program effectiveness is reviewed annually during the fall semester and college catalog revision processes.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations
Federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds according to the following timetable.

Possession of Illegal Drugs
1st offense: 1 year from date of conviction.
2nd offense: 2 years from date of conviction.
3+ offenses: Indefinite period.

Sale of Illegal Drugs
1st offense: 2 years from date of conviction.
2+ offenses: Indefinite period.
If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid – they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when he/she was a juvenile, unless the student was tried as an adult.

For this reason, any student convicted of any drug-related criminal statute must notify the Chief Student Services Officer, in writing, no later than five days after such conviction, regardless of where the offense occurred. Under state and federal law, any student convicted of a drug-related felony offense must be denied all federal and state assistance.

Students denied eligibility for an indefinite period can regain it only after successfully completing an approved rehabilitation program or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

The Higher Education Opportunity Act requires institutions to provide to every student, upon enrollment, a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 488(g); amended section 485 (20 U.S.C. 1092); added section 485(k) of the HEOA. It also requires an institution to provide a timely notice to each student who has lost eligibility and advises the student of the ways in which to regain eligibility under section 484(r) (2) of the HEOA. Salina Tech provides such documentation to students during the admissions process for any program or course enrollment and to staff through orientation processes at the time employment begins.

**Enforcement of Drug-Free College Policy**

Violation of this above drug-free college policy by a student shall result in the student being reported to the appropriate law enforcement officials and suspended or expelled. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Visitors who do not comply with the policy will be asked to leave the college property. Visitors refusing to leave or cease use of any of the above-mentioned substances will be denied access to all college facilities and events.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in the college catalog and Kansas statutes, K.S.A. 72-8901. Nothing in this policy is intended to diminish the ability of the college to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student or employee agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student or employee. In the case of a student under the age of 18, his or her parents shall hold the responsibility to contact the directors of programs to determine length of the program and be responsible for the cost of the program. A copy of this policy and a list of available drug and alcohol counseling programs will be provided to all students and employees. Local resources are listed below.

**Substance Abuse Assistance and Local Resources**

- Addiction Search
  800-591-6474
- Al-Anon Family Groups
  816-373-8566
- Teen and Family Al-Anon Groups
  [https://al-anon.org/al-anon-meetings/find-an-al-anon-meeting/](https://al-anon.org/al-anon-meetings/find-an-al-anon-meeting/)
- Alcoholics Anonymous
  785-823-3338
  [www.kansas-aa.org](http://www.kansas-aa.org)
- Breakthrough Inc.
  785-823-8884
- Central Kansas Foundation (CKF)
  785-825-6224
  [www.ckfaddictiontreatment.org](http://www.ckfaddictiontreatment.org)
- Central Kansas Mental Health Center (CKMHC)
  785-823-6322
  [https://www.ckmhc.org/](https://www.ckmhc.org/)
- Comprehensive Counseling Consultation LLC
  785-493-0520
  [www.comprehensivcounselingllc.com](http://www.comprehensivcounselingllc.com)
- Oxford House Charis - Women’s
  785-404-1904
  [https://oxfordhouse.org/userfiles/file/](https://oxfordhouse.org/userfiles/file/)
- Oxford House Jayhawk – Men’s
  785-404-2283
  [https://oxfordhouse.org/userfiles/file/](https://oxfordhouse.org/userfiles/file/)
staff and instructors to uphold the Board policies on security as well as abide by college policies, and local, state and federal laws. The policies and procedures regarding security and safety on the college campus are briefly outlined in this brochure. For additional questions, please call 785-309-3100.

The College is committed to protecting the life, health, safety, welfare, and rights of employees, students and visitors while on campus by integrating the best practices of safety and security with technology. The primary purpose of utilizing security cameras is intended to deter crime and to assist in protecting the safety and security of employees, students, visitors, and college property.

The primary use of security cameras will be to record video images for use by law enforcement and The College for investigating alleged violations of law or College policy.

The college policies are designed to ensure students, staff, and all property are protected at all times from possible damage or injury, outside intrusion, or disturbances occurring on campus grounds or in campus buildings.

**Clery Act and the Campus Sexual Violation Elimination Act**

Salina Tech is committed to providing an atmosphere free of violence for all members of the campus community. In compliance with the Jeanne Clery Act and the Campus Sexual Violence Elimination Act (Campus SaVE Act), Salina Tech does not tolerate: stalking, sexual assault, domestic violence, or dating violence.

Salina Tech will pursue the perpetrators of such acts to the fullest extent of the law. Students or employees who are responsible for such acts of violence will be subject to disciplinary action through the Student Services Office or the Office of Human Resources. This can include expulsion or termination and criminal prosecution simultaneously.

Salina Tech is also committed to providing safety and support services to victims of stalking, sexual assault, domestic violence, or dating violence. This policy applies equally to all members of Salina Tech’s community: students, faculty, staff, contract employees, volunteers, and campus visitors.

Victims and accused perpetrators of such crimes have legal rights and options available to them. Any member of the Salina Tech community (students, faculty, staff, contract employees, volunteers, or campus visitors) who has experienced or knows of another member of the community who has experienced stalking, sexual assault, domestic violence, or dating violence should immediately contact the Chief Student Services Officer (785-309-3120) or the Office of Human Resources (785-309-3183). Both offices are located in Building A, first floor, 2562 Centennial Rd., Salina, KS 67401.

Salina Tech’s full policy on stalking, sexual assault, domestic violence or dating violence, legal definitions, rights and options of victims and accused perpetrators is available on the Salina Tech website: https://www.salinatech.edu/wp-content/uploads/SATC-Campus-SaVE-Act-Policy.pdf

**Clery Campus Security and Crime Statistics Act**

Statistics on criminal incidents, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, are available at college offices, as well as on individual campus websites. Data for the last three years, along with general information, can be found at this site: https://ope.ed.gov/campussafety/#/. This informational service is provided by the Office of Postsecondary Education of the U.S. Department of Education.

**Campus Crime Reporting**

Except in extreme circumstances, including, but not limited to, reporting stalking, sexual assault, domestic violence or dating violence, students and staff should notify a college administrator if the Police Department needs to be contacted. The administrator will place the call to the proper authorities. Once a college administrator has been contacted regarding suspicious acts, criminal actions or other emergencies occurring on campus, a warning report will be issued to members of the campus community in a timely fashion if administration and the appropriate authorities believe that the suspicious acts, criminal actions or other emergencies could place the campus community in danger. This would be done (a) no later than the next scheduled day of classes if there is no immediate danger to the campus community or (b) as soon as possible if there is imminent danger to the campus community.

Appropriate action may include notification to students and staff about the availability of on- and off-campus counseling, mental health or other student services depending on the situation.

Information is prepared annually and reported to the Department of Education in an annual security report. The three-year findings are compiled and published by mid-October each year. After the publication is updated, it is distributed to all Salina Tech staff and students during student or staff orientation processes. Salina Tech also electronically distribute this information and any updates through our learning management system and via student and staff email. The report is also available for anyone to obtain in Student Services or online at here.

Please see or contact the Chief Student Services Officer for more information.
Zero Tolerance for Harassment
The college has a policy of “zero tolerance” with respect to unlawful faculty, staff, student, visitor, or patron harassment. In this connection, the college expressly prohibits any form of unlawful harassment based on race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, military service, or status in any group protected by state or local law. Even in mild forms, harassment or sexual violence may carry penalties up to and including dismissal, termination, and criminal prosecution simultaneously. Improper interference with the ability of the college’s employees to perform their expected duties, or students’ ability to learn will not be tolerated. Harassment may result from verbal or physical conduct or written or graphic material.

Racial harassment is racially motivated conduct which:

• Affords an individual different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the individual to participate in or benefit from the services, activities, or programs of the college.
• Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile school or working environment or,
• Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual’s work performance or employment opportunities.

The college’s “zero tolerance” policy applies on the college property, in college vehicles, and at all college-sponsored activities, programs, or events. This policy also applies to the patrons who visit its facilities and attend its programs and functions.

Persons who experience or witness any type of harassment as outlined in this policy or believe they or someone else have/has been treated in an unlawful, discriminatory manner should promptly report the incident to a college administrator. Complaints received will be investigated to determine whether the alleged behavior constitutes harassment under the definition outlined above.

The college prohibits any form of retaliation against any person for reporting a violation of this policy, filing a complaint under this policy, or assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, the college determines that the complaint is frivolous and was not made in good faith or that a person has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, up to and including termination of an employee or suspension or expulsion of a student.

Disciplinary Proceedings Regarding an Alleged Sex Offense
See Campus SaVE Act policy.  

Equal Opportunity/Non-Discrimination Policy
Salina Area Technical College does not discriminate on the basis of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, military service, or any other non-merit based factor in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning compliance with the regulations implementing Title VI, Title VII, ADA, Title IX, Section 504, Title II, GINA, is directed to contact the Chief Student Services Officer. 2562 Centennial Rd, Salina, KS 67401, 785-309-3100.

Vaccinations Policy
Please refer to Salina Tech program or course requirements, as applicable.

Tuberculosis Screening Policy
Salina Tech requires students (as defined in KSA 2012 65-129e) to complete a Tuberculosis Screening Questionnaire, per Kansas Statute KSA 2012 Supp. 65-129e, to aid in prevention and control of tuberculosis as required by the State of Kansas Department of Health and Environment.

Notice of Availability of Institutional and Financial Aid Information
To help students and families make better-informed decisions about higher education, Salina Tech is pleased to provide consumer information, college policies and disclosures as required under the Higher Education Opportunity Act and other legislation.

Other consumer information can be found in the school catalog and through direct distribution to each individual. You also have the right to receive this information in paper form. Contact the Student Services Office to receive paper copies.

For more information about the Higher Education Opportunity Act, please refer to the U.S. Department of Education website at: 
https://nces.ed.gov/collegenavigator/?q=salina+area+technical&s=all&id=155830

Display of Information
Information may be displayed and posted on campus with the approval of the Student Services Office. Information may be displayed only in designated areas. A student or visitor may request to display information in the college buildings through the Student Services Office. The requested information must be reviewed and
approved by the Chief Student Services Officer prior to displaying information on campus.

Soliciting
Student organizations, clubs, community groups and commercial enterprises may not solicit students, staff, or campus visitors without prior approval of the Chief Financial Officer or other college administrator. Such activities, if approved, will be restricted to those public areas specified by the Chief Financial Officer. This policy includes Salina Tech electronic and phone communication. (For the purpose of this policy, public areas on the campus are defined as the student lounge areas, designated bulletin boards and/or other areas specified by the Chief Financial Officer.)

Unusual Enrollment History
The U.S. Department of Education has established new regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. Some students who have an unusual enrollment history (UEH) have legitimate reasons for their enrollment at multiple institutions. However, such an enrollment history requires the Financial Aid Office to review the student’s file in order to determine future federal financial aid eligibility. If selected by the Department of Education (via the FAFSA), this must be resolved before a student will receive financial aid.

The specific pattern the Department of Education uses to select students includes those students who have received a Federal Pell Grant at multiple institutions during the past three academic years. Once the Department of Education indicates that a student has an unusual enrollment history, the Financial Aid Office must then take action and review the academic history prior to determining federal financial aid eligibility for that student.

If selected, the Financial Aid Office will notify the student of what is required. Salina Tech will check the student’s financial aid history at institutions that the student attended during the previous three years. Students are required to have received academic credit at any institution where they received the Federal Pell Grant while attending in those relevant academic years. The student needs to ensure that Salina Tech has received all official transcripts for schools previously attended. These records must be on file with the Registrar’s Office for the financial aid review. The Financial Aid Office will verify the academic credit was received at each institution during the relevant years. If so, we will notify the student that they have satisfied this requirement. If the student failed to receive academic credit at any institution where he/she received a Federal Pell Grant during the relevant award years, the student’s federal financial aid will be denied and the student will be notified.

Students are able to appeal the financial aid denial by submitting an Unusual Enrollment History (UEH) Appeal Form, a letter explaining the unusual enrollment history, and documentation to support the explanation provided in the appeal letter. The request for an appeal must be submitted in writing to the Chief Student Services Officer.

The student may file an appeal with the college's Board of Trustees within 15 days of the date of the denial. Contact the President for the procedure. Once the Board has made their decision, it is final.

COMPLIANCES
Americans with Disabilities Act of 1990
Salina Tech is committed to complying fully with the Americans with Disabilities Act and to make its facilities accessible to students, staff, visitors and the various instructional programs to all people or to provide reasonable accommodations.

The policy of Salina Tech provides that no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations at the college.

Civil Rights Compliance
Salina Tech fully complies with the requirements as outlined in Title VI of the Civil Rights Act of 1964 and with all requirements of US Department of Health, Education and Welfare to the extent that no person shall, on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity conducted by this institution.

Family Educational Rights and Privacy Act (FERPA)
Information in a student’s file may be released only under specific conditions. As a current or former student of Salina Tech, students have complete access to their records in compliance with requirements under the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-389 Subsection. 513, 88 Stat. 571; 29 U.S.C. 1232q). Students may view them upon request at the Student Services Office. If the student feels the records contain an error, an appeal may be written to the Registrar. Certain “directory information” is considered public record. Unless specified in writing by the student, Salina Tech may release to anyone requesting such information the following directory information about the student:

- Name
- Mailing address
- Date of birth
- Enrollment status (full-time or part-time)
- Degrees, certificates, awards; and dates awarded
- Awards and academic recognition received
• Most recently attended previous educational institution
• Participation in official college activities
• Dates of attendance at SATC (beginning and ending dates only)
• Photographs taken by the college
• Major of study or department

Additionally, if the disclosure is in connection with financial aid for which the student has applied or received, if the information is needed to determine eligibility for the aid, to determine the amount of the aid, to determine the conditions for the aid, or to enforce the terms and conditions of the aid, FERPA also permits personally identifiable information without consent.

Students who do not want information released as directory information should contact the Student Services Office at 785-309-3100.

The college will not release any other information or records of a student to another party, except as explained below, without the written consent of the student. Such consent shall include the specific information or records to be released, the purpose(s) of such release, the party or parties to whom the information or records is/are to be released, the date of the request, and the student's signature.

The college may disclose personally identifiable information without the consent of the student to college officials within the institution determined to have legitimate educational interests; to authorities to comply with judicial order or subpoena, provided the college makes a reasonable effort to notify the student in advance of compliance, except that the college will not disclose to any person any information about a grand jury subpoena or a subpoena issued for a law enforcement purpose; and when required by law or government regulation. “Personally identifiable” information includes:

• Student’s parent(s)
• Other family members
• Address of the student’s parent(s)
• Personal identifiers such as social security, date of birth, or student numbers
• Personal characteristics

The college may disclose personally identifiable information without the consent of the student to certain officials of the U.S. Department of Education, the Kansas Board of Regents, the Comptroller General and state and local educational authorities in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with federal legal requirements which relate to those programs.

The college may disclose personally identifiable information from the education records of a student without a student’s consent to financial aid personnel in conjunction with an application for financial assistance for purposes of determining the student’s eligibility for financial aid, the amount of financial aid, the conditions that will be imposed, or to enforce the terms or conditions of financial aid.

The college, at its discretion, will release personally identifiable information in the event of an emergency if, in the considered opinion of a college official, disclosure of the information is necessary to protect the health or safety of the student or other individual(s).

The college may disclose personally identifiable information without the consent of the student to governmental agencies or organizations acting on behalf of governmental agencies, which have a legitimate purpose for such information in the conduct of research, to administer student aid programs, to improve instruction or to carry out accreditation functions.

The Registrar shall maintain documentation of requests and disclosures of personally identifiable information from within a student’s education records. The documentation shall include the name(s) of the person(s) making the request, whether the request was granted or denied, the names of the additional parties to whom the receiving may disclose the information on behalf of the institution and their legitimate interests in the information. Records of requests for information will not be maintained for requests made by the student, requests for which the student has given written consent, requests made by college officials with legitimate educational interests, or requests for directory information.

The college must inform the parties to whom personally identifiable information is given that they are not permitted to disclose that information to others without the written consent of the student and that the information is to be used only for the purpose(s) intended. If it is learned by the college that a third party outside the college permits access to personally identifiable information, the college shall not permit access to information from education records to that third party for a period of no less than five years. College students wishing to restrict disclosure of any of the above information should make such a request through the Registrar. Salina Tech will not release any other information or records of a student, except as provided in Salina Tech policy, without the written consent of the student.

Gainful Employment
The Higher Education Opportunity Act (HEOA) requires Salina Tech to report about Salina Tech graduates’ gainful employment. In order to be eligible for funding under the Title IV programs, an educational program
must lead to a degree (associate, baccalaureate, graduate, or professional) or prepare students for "gainful employment in a recognized occupation."

Salina Tech has provided information related to gainful employment for each Title IV eligible program of study. Specific information regarding occupations students will be prepared to enter upon completion, on-time graduation rates, cost, placement rates, and median debt incurred can be obtained through gainful employment information on Salina Tech's website under each specific program of study and through the Graduation Job Placement Report in hard copy in the Student Services Office. This information is provided in compliance with 34 CFR 668.6(b).

Additionally, students may access information about Salina Tech related to enrollment, retention, graduation rates, student body diversity, and Federal Pell Grant recipients at: http://nces.ed.gov/collegenavigator/?s=all&zc=67401&z&d=0&of=3&id=155830

Rehabilitation Act of 1973
Salina Tech does not discriminate on the basis of disability and is required by Section 504 of the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act (WIOA), and as directed by the Department of Education, Health and Welfare not to discriminate on the basis of disability in educational activities and employment practices.

Salina Tech understands that under the Rehabilitation Act of 1973 (Rehabilitation Act), as amended by the WIOA, the Rehabilitation Services Administration makes grants to States and public or nonprofit agencies and organizations (including institutions of higher education) to support projects that provide training, traineeships, and technical assistance designed to increase the numbers, and improve the skills, of qualified personnel, especially rehabilitation counselors, who are trained to: Provide vocational, medical, social, and psychological rehabilitation services to individuals with disabilities; assist individuals with communication and related disorders; and provide other services authorized under the Rehabilitation Act.

Student/Parents Review of Records
A student has the right and shall be accorded the opportunity to inspect, review, and/or receive copies of his or her educational records upon written request to the Registrar. The rights under FERPA transfer from the parents/guardians to the student, once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a college may disclose information from an "eligible student’s education records to the parent/guardian of the student, without the student’s consent, if the student is a dependent for tax purposes.” Neither the age of the student nor the parent’s/ guardian’s status as a custodial parent is relevant. If a student is claimed as a dependent by either parent/guardian for tax purposes, then either parent/guardian may have access under this provision. Documentation of dependent status will be required.

The college will comply with the request within a reasonable period of time, but in no more than 45 days after the request has been made. The Registrar will make a record of the documents, which were copied. The review of a student’s records by the student/parent shall be conducted in a private setting with a college official present. A student who is financially indebted to the college will not be allowed to receive a copy of his or her transcript, nor will a person or agency request be honored as long as the debt remains; however, the student will be permitted to review the transcript in accordance with the provisions of this policy. Transcript request(s) may also be denied in connection with disciplinary action.

A student who wants to amend his/her education records because he/she believes they are inaccurate, misleading, or otherwise in violation of FERPA, may ask the school to amend a record. The student should write the Registrar, clearly identify the part of the record the student wants changed and specify why it should be changed.

If Salina Tech decides not to amend the record as requested, Salina Tech will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Salina Tech to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
1-800-USA-LEARN (800-872-5327)

Title IX Compliance
Students, their parents, and employees of Salina Tech are hereby notified that the college does not discriminate on the basis of sex and is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of sex in its educational activities and employment.

SATC is committed to fostering a safe, productive learning environment. Title IX makes it clear that
violence and harassment based on sex, gender and gender identity are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. This includes all types of gender and relationship violence: sexual violence or harassment, domestic and dating violence, and stalking.

If you wish to report an incident or have questions about school policies and procedures regarding Title IX issues, please contact the Title IX Coordinator, Chief Student Services Officer. Information related to a survivor of sexual assault, domestic violence, dating violence, or stalking will be kept confidential except when dictated by law, Salina Tech policy, or when necessary to protect the safety of the campus community.

ADMISSIONS
Advising Services
As students choose a Salina Tech program of study, Student Services personnel coordinate campus visits, job shadowing experiences, and meetings with instructional staff to help prospective students choose a program or specific courses to fit their educational goals.

Advising staff in Student Services will guide new students on initial course or program requirements, degree paths, and career goals or placement. Once students are enrolled, faculty members serve as additional advisors and will assist students in monitoring academic progress toward completing the selected certificate or degree.

During the spring semester, Student Services will provide a graduation application to students who are eligible for graduation as determined by their plan of education. Each student is responsible to complete and return the form by the stated deadline to be considered a candidate for graduation. Each student is responsible for working out a plan of education with the advisor.

Admissions Standards
For admission to Salina Tech as a degree- or technical certificate-seeking student, individuals must have graduated from high school or earned a General Educational Development (GED) diploma or be concurrently enrolled as a high school student. (High school students are not admitted into all programs. Contact Student Services for more information.) All transcripts must be official copies arriving via sealed envelope directly from the issuing institution or be sent to Salina Tech electronically via a secure transcript service such as Parchment or National Student Clearinghouse. It is the student’s responsibility to request the transcript from his or her high school or the state in which the GED was issued. Students will not be placed in enrolled status until transcripts are received. Non-degree seeking students are not required to submit high school or GED transcripts for admission to Salina Tech.

Placement Testing
For technical certificate, degree programs or specific courses requiring a placement score, applicants must complete and submit the college-approved applicable scores and/or documentation. A variety of college readiness test scores may be submitted (within three years of testing) for review in place of taking placement tests at the college. Students with an associate degree or higher are exempt from placement testing once verified through submission of the official college transcript. Equivalent courses transferred into Salina Tech may satisfy the English and Math placement assessments.

Note: College-approved test scores are invalid after three years. Ask the Academic Advisor about transferability of general education courses.

Students wanting to take the ACCUPLACER assessment for admissions to another college may test onsite and pay a $10 fee. Please visit the testing services page for more information. Placement and Testing.

Students are encouraged to work with the Academic Advisor when developing a plan of study that leads to a certificate or degree. This plan will assist staff in designating the correct placement testing or documentation needed for enrollment.

Late Enrollment Policy
Late enrollment should occur only in rare circumstances. Students must initiate their request for late enrollment with the academic advisor no later than the late enrollment deadline.

Full semester length courses
Students may enroll in courses up until the end of the first full week of classes. Beyond the first full week of classes, students must be granted permission to enroll.

Short term courses (courses less than full semester length)
Students must be granted permission to enroll after classes have begun.

Denial of late enrollment by the academic department may not be appealed. Students denied enrollment are not allowed to continue attending class. Special registration rules apply to independent study, co-op, internship, continuing education, and Allied Health courses, and Continuing Education. Credit will not be awarded to any student who is not properly enrolled.

Individual programs may have additional admissions criteria and/or program requirements. Check the program guide section of the catalog for those requirements or contact Student Services for more information.
## Student Classifications

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Semester Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>Full-time</td>
<td>12 or more</td>
</tr>
<tr>
<td>Three-quarter time</td>
<td>9 to 11.99</td>
</tr>
<tr>
<td>Half-time</td>
<td>6 to 8.99</td>
</tr>
<tr>
<td>Less than half-time</td>
<td>5.99 or fewer</td>
</tr>
<tr>
<td>Non-degree seeking</td>
<td>Various</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Cumulative Credit</th>
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<tbody>
<tr>
<td>First year/freshman</td>
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<tr>
<td>Second year/sophomore</td>
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## High School Articulation

Some high school courses have been articulated with Salina Tech courses to enable students to earn college credit while still in high school. Contact Student Services for more information.

## High School Students

High school students may concurrently or dual credit enroll in certain Salina Tech courses and simultaneously receive high school credit and college credit. High school students do not meet eligibility requirements for federal student aid. All students must go through the same application process. High school students may create payment plans and/or rent tools and toolboxes depending on availability. Contact Student Services for more information.

## Homeschooled Students and Graduates

Any homeschooled student 16 years or older is welcome to apply as a part-time, full-time or non-degree seeking student at the college. They are subject to any applicable course requirements and program-specific admissions standards and costs. Homeschooled students must go through the same application process. High school students may create payment plans and/or rent tools and toolboxes depending on availability. Contact Student Services for more information.

In lieu of a state high school diploma or GED scores, homeschooled graduates must submit a transcript (supplied by school or parent) which includes: courses taken, credits and grades received, school location, beginning and ending attendance dates, date of graduation, and a school administrator’s signature.

## Transfer of Credits from Another College

To transfer credit from another institution, students may request that an official copy of transcript be sent directly from their previous institution to: Salina Tech Registrar, 2562 Centennial Road, Salina, KS 67401. Transfer credits that apply toward the current program are not used in computing the student’s cumulative GPA on the Salina Tech transcript. Only courses with a grade of C or higher or P in a pass/fail course will transfer and must come from an accredited institution.

The Salina Tech Registrar will evaluate transcripts based on the program to which Salina Tech has admitted the student. Salina Tech may grant transfer credit only for courses that apply to a student’s program of study at Salina Tech or meet degree requirements. All grades and credits on an incoming transcript will be included in the Registrar’s evaluation of transfer credits.

Students who change their major program of study or degree plan at Salina Tech may request that the Registrar re-evaluate their transcripts based on the new program of study.

Salina Tech reserves the right to evaluate any potential transfer courses based upon the syllabus and competencies of similar courses instructed at Salina Tech. If incoming courses do not meet the same competencies and criteria as Salina Tech courses, equivalency will not be established.

Salina Tech follows the guidelines established by National Association of Credit Evaluation Services (NACES) for credits earned from international institutions.

Salina Tech follows the American Council on Education’s (ACE) published recommendations on the transfer of non-accredited institutions, including military and other training programs. These guidelines are published at: [http://www.acenet.edu/news-room/Pages/College-Credit-Recommendation-Service-CREDIT.aspx](http://www.acenet.edu/news-room/Pages/College-Credit-Recommendation-Service-CREDIT.aspx)

## Transfer Credit Appeal Process

Students who disagree with the transfer credit decisions at Salina Tech may appeal those decisions as follows: Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of, or comparable to, courses offered by Salina Tech.

1. Students must first appeal the transfer credit decision in writing to the Registrar within 10 business days of the decision.
2. If the disagreement is not resolved with the Registrar, students may appeal in writing to the Chief Academic Officer within 10 days of the first appeal to the Registrar.
3. The student may file an appeal with the college’s Board of Trustees within 10 days of the date of the Chief Academic Officer’s denial. Contact the President for the procedure. The Board’s decision is final.

## Transfer of Salina Tech Credits to Another College

Students seeking to transfer credit earned at Salina Tech to another college must submit the Online Transcript Request and pay $10 per transcript. We cannot accept telephone or emailed requests.
The Student Services Office will send transcripts to the recipient(s) indicated on the Online Transcript Request within five business days. The online transcript request form is located here: https://www.salinatech.edu/students/student-services/order-a-transcript/

Salina Tech will not send transcripts for students who have outstanding financial obligations to the college.

2+2 Transfer Agreements
Salina Tech has 2+2 transfer agreements with a variety of universities. Check Salina Tech’s website for the latest transfer information as new 2+2 transfer agreements are being developed with other institutions.

Veterans
Veterans, reservists, and eligible dependents requesting benefits must complete the appropriate forms which are available from the Department of Veterans Affairs at 888-442-4551, or online at www.gibill.va.gov.

Once the student has had successfully completed the application process with the VA, he/she will be provided a Certificate of Eligibility. A copy of the Certification of Eligibility must be provided to the Financial Aid office so that Salina Tech can confirm and certify the student’s enrollment.

It is important for students who are veterans to select subjects that will apply to their specific degrees. These are the courses that the college can certify to the Department of Veterans Affairs. Veterans are always responsible for their own tuition payments to the college.

If veterans are suspended from school due to lack of progress, VA benefits will be terminated for the length of the suspension.

Note: Military personnel who are called to active duty will be evaluated on a case-by-case basis.

International Students
Salina Tech is not approved by the U.S. Department of Justice, Bureau of Citizenship and Immigration Services to accept students seeking admission through a foreign student visa.

Undocumented Postsecondary Students
Non-U.S. citizens without proper documentation are not eligible for federal financial aid. Undocumented non-U.S. citizens are eligible to apply for admission to Salina Tech if they meet the following Kansas state requirements:

1. Provide records that they attended an accredited Kansas high school for three or more years and graduated from an accredited Kansas high school or obtained a GED diploma in Kansas.
2. File an affidavit with Salina Tech stating that they have filed an application to legalize their immigration status or filed for US citizenship or that their parents have filed such an application. Affidavits are available in the Student Services office.
3. Fulfill all college and program requirements for admission before admission is granted.

Undocumented High School Students
Undocumented, non-citizen high school juniors and seniors may enroll in Salina Tech programs that accept secondary students if they are attending and are lawfully enrolled in a Kansas high school and fulfill all other college entrance requirements.

Return after Lapse / Readmission
Returning students who have not been enrolled at SATC for 1 or more semesters and wish to return will need to complete a new application. The student will be notified by SATC if there will be additional steps to complete for readmission. See below.

Previous students who did not successfully complete the course(s) and/or program(s) in which they were enrolled and who wish to return to SATC after a semester or more of absence must complete a readmission request. The request for readmission is not a guarantee that the student will be allowed to return to SATC. The readmission process requires the student to provide additional information. SATC will make a decision as to whether the student will be allowed to return based upon the information the student provides on the readmission request.

Students in the following (but not limited to these) scenarios will be required to complete the readmission process.

- Student who was administratively withdrawn from SATC.
- Student who left SATC on academic probation.
- Student who was academically suspended from SATC.

The decision to readmit a student will be based on the student successfully meeting all requirements imposed by the college for eligibility for readmission and the suitability of the student returning to college as determined by Salina Tech administration and/or staff.

Degree-seeking students requesting readmission must submit the Readmission Request, which includes filing instructions and supporting documentation, as well as comply with all entrance requirements of the college, including any new general or program-specific admission requirements. If a student did not complete the courses in which he/she was enrolled, the Adding a Course/Withdrawing from a Course policy will apply regarding final grades. All grades recorded on the student’s transcript, for any semester, will remain a part of the student’s permanent record and will be used to calculate the student’s cumulative grade point average.
See the Academic Advisor for details on this process and to obtain a Readmission Request.

Students who left the college in good academic standing and are within the allowed time period for their degree completion (five years from the date of matriculation) are generally approved for readmission. If the student’s application and supporting materials are acceptable, materials will be sent with further instructions regarding registration.

**Associate of Applied Science (AAS) Degree for Previous Salina Tech Graduates**

Salina Tech will consider issuing an AAS degree to individuals who previously earned a Technical Certificate from Salina Tech within the past five years and have completed the required general education classes.

Students who graduated more than five years ago must submit the following documentation of their proficiency in the area of their Salina Tech certificate:

- a letter from their current employer that documents the student:
  - is working in the field represented by his/her Salina Tech Technical Certificate,
  - has current skills that meet the latest industry standards,
  - has earned the required credits for general education classes.

Graduates who believe that they meet these requirements should contact the Registrar to have their transcripts and documentation evaluated. Graduates who do not meet the above requirements may contact the Registrar or the Chief Academic Officer to have any previous coursework evaluated to explore other options or possible recommendations.

Please also refer to the Graduation Requirements section of the catalog.

**ESTIMATED COLLEGE COSTS**

**Tuition and Fees**

Please check Salina Tech website for a current tuition and fee schedule. Prices are subject to change without notice. These estimated tuition and fees are published at: here.

**Postsecondary Students**

- Students should contact the college prior to enrollment to confirm the specific fees for their program.
- Each technical program has a specific program fee.
- A per-credit institutional fee is charged for most courses.
- Depending on the program of study, students may be responsible for purchasing textbooks, tools and uniforms before classes begin.

Contact Student Services at 785-309-3100 for more information.

**Dual Credit High School Students**

- Salina Tech offers high school students enrolled in technical education courses at no charge for tuition, textbooks, tools, institutional and program fees. High school students will be charged for required uniforms, graduation, and certification/licensure fees. Failure to return textbooks and tools in good condition, students will be charged replacement cost. Student will be required to turn in a SATC Excel form prior to enrolling for semester.

**Concurrent High School Students**

- Students enrolled at their local high school in an SATC general education concurrent credit course pay $79 per credit hour and no institutional fees are charged for these courses.
- Pay It Forward Scholarship: After completing high school, a student may qualify for the Pay It Forward Scholarship. Eligible students will receive a scholarship equaling the total tuition they paid to SATC for concurrent SATC general education courses while in high school up to a maximum of $1,000. The student must enroll full-time at SATC within six months of graduating from high school.

For example, if a student completed a 3-credit hour concurrent credit general education course (such as College Algebra), and, therefore, paid $237 for those 3 credits, then the student will have $237 in his/her Pay It Forward Scholarship. The student can apply these scholarship funds to pay for tuition, fees and other expenses when enrolled as a full-time student after graduating from high school. The scholarship funds may not be used to satisfy prior balances with SATC.

**Textbook Purchase**

For many programs, required textbooks are included in program fees and/or available for rent in the Student Services Office. Students may purchase textbooks using the ISBN to purchase from another source if they are enrolled in a course or program where books are not included in the program fees or available for rent.

Salina Tech provides textbooks to high school students to use for the duration of the course.

**Tool, Supply, and Technology Purchases**

Depending on the class or program, students may be required to furnish their own hand tools, toolboxes, and/or supplies used in the shop or lab.
• Tools are required at the beginning of the college term and students must have their tools, supplies, and/or technology available in class each day.
• Recommended tool lists are available at www.salinatech.edu under each program or can be found in Student Services.
• All student tools, including tools purchased throughout the year, must be marked for identification by the student.
• Tools and toolboxes will not be removed from a department without being checked by the department instructor(s). This ensures the protection of all student and college tools. Salina Tech is not responsible for any toolboxes left unlocked or abandoned.
• Contact Student Services for the minimum technology requirements for courses and/or programs.

Secondary students may will be checked out tools from Salina Tech. Rental fees and Tool availability varies according to program. Tool checkout will be approved for high school students upon completion of SATC Excel paperwork.

Uniforms
Students enrolling in programs requiring uniforms/protective clothing or shoes must purchase the items before classes begin. Uniforms are included in fees for several programs of study. Uniforms will be ordered for the student by the College and added to student’s account. Each student will receive 3 uniform shirts.

Finance Policy
All prior balances of $200 or more must be paid in full to Salina Tech before the first day of each semester or the first day/night of a class. Students unable to pay any balance of $200 or more need to have completed a payment plan contract with the Business Office. Students with a student account past due amount must pay the balance in full before enrolling in any future classes. All student grades, diplomas, certificates, and transcripts will be on hold until final and complete payment is made.

Payment Plans
Payment plans are available for students enrolled in at least four credit hours. Salina Tech reserves the right to remove any student from class if payments are not made by the due date. Full payment is required before the last day of classes. Payment Plan Contract

Please contact Student Services at 785-309-3100 with any questions or to set up payment arrangements.

Third-Party Billing
Students must declare upon application if their bill should be sent to a third party or that they are working with a third party to provide payment of their student account balance. Third-party billing applies to, but is not limited to, Vocational Rehabilitation Services (VocRehab), Kansas Department for Children and Families (DCF), foster care, Veterans Affairs (VA), KansasWorks, or an employer. Contact Student Services for assistance.

Returned Check Policy
If a check made payable to Salina Tech is returned by a bank, the student will be charged a $20 returned check fee for each returned check.

Tuition and Fee Refunds
Students who withdraw from college may be entitled to a tuition and fees refund. Withdrawal does not necessarily entitle a student to a refund, nor to a cancellation of tuition still due to SATC. Refunds are computed based on the date and time the written notice of withdrawal is received by Student Services. Students can locate the Drop/Withdrawal and Refund Schedule on page 2 of the Academic Calendar. Students may receive a refund according to the following refund schedule:

- Students are eligible for a 100% tuition refund if they withdraw from the course before the official start date.
- 100% tuition and qualifying fees refund the first week of class for 16-week classes. This schedule is prorated for shorter courses.
- 50% tuition and qualifying fees refund the second week of class for 16-week classes. This schedule is prorated for shorter courses.
- No tuition or fees will be refunded after the second week of class for 16-week classes. This schedule is prorated for shorter courses.

Qualifying fees include program fees, institutional fees, and testing fees. Book fees may be refundable if books are returned in new, unused condition during the first week of class. Tool fees may be refundable if the tools are returned in new, unused condition during the first week of class. Salina Tech reserves the right to hold books and tools until any unpaid balance is satisfied.

Tuition will be refunded within thirty days after the drop/withdrawal and refund request forms are completed.

Students who receive Title IV aid may qualify for a refund under the Federal Refund Policy. Refunds for students with Title IV aid will be distributed in the following order:

- Unsubsidized Federal Direct Stafford Loans
- Subsidized Federal Direct Stafford Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Other federal, state, private or institutional sources
COLLEGE RESOURCES

Counseling
It is the goal of the college to assist students with problems that may arise. Any problems pertaining to college, full- or part-time employment, housing, transportation, grades, illness, loans, records, absences, finances or other concerns should be referred to College advisors. The College can assist students with referrals to other agencies in the community.

The College may provide a list of community resources for students who need professional assistance for housing, food, medical and other needs.

Learning Resources
Salina Area Technical College provides a variety of learning resources to help students be successful in the computer lab and testing center located in Building A, Rm 241. Testing services are available Monday through Thursday by appointment. Quiet study computer lab areas are open Monday through Friday.

Career Services
Career services include career development workshops, interest inventories, career assessments, resume development, and job placement. College alumni are welcome to come back for career advising or to take advantage of career services.

Salina Tech provides a variety of learning resources including electronic library services, placement and assessment testing, professional testing services, and computer labs. Staff members assist students with orientation, testing, career guidance and other academic questions.

Library Services
Each program at SATC has a library or shared library with print materials for student use. Students also have the option of using the electronic library in the Learning Resources Center, accessing our electronic database via CANVAS or using the State of Kansas online library. Please visit the library page for more information. Click here for Library Services. Two of the computers in the lab also have Computer Aided Drafting (CAD) software and Business Administrative Technology (BAT) software that matches the resources in the CAD and BAT labs for use when the departments are closed.

Tutoring Services
Salina Tech offers free online tutoring, on-demand, through Tutor.com. Tutors are available, even late at night when your instructor may not be. This tutoring service is easy to use and can be accessed on any device that connects to the internet.

When you log-on to Tutor.com you’ll be able to:
- Connect with over 3,000 qualified tutors
- View replays of previous sessions
- Drop off an essay, paper, or resume for review and feedback
- Save your favorite tutors and see their schedule of availability
- Access services from your mobile phone or tablet

Is there tutoring available for my classes?

How do I access the tutoring services?
- Click here and log in to Salina Tech CANVAS
- Open the Course/Class with which you’d like assistance.
- Click on the ‘Tutor.com Online Tutoring & Homework Help’
  - Find this on the left-hand side of the CANVAS page where you find Assignments, Discussions, Grades, Syllabus, Quizzes, etc.
  - Select your course, subject, and fill out the question or concept you want help with

Professional Proctoring and Testing Services
Salina Tech Learning Resources Staff provide a wide variety of professional testing and proctored testing services. Many Program or Certification exams taken by Salina Tech students are proctored on campus. The Learning Resources Staff proctor exams for students who are taking courses at other institutions. Staff also professionally proctor for private companies such as CertiPort, Prometric/ASE, PearsonVue, CLEP, DSST, Kryterion, ESCO, PSI-PAN and others. There is a fee structure for this service depending on testing software and proctoring requirements. Visit the Testing Services page for more details. Contact the Testing Services Specialist, with questions. 785-309-3136.

Computer Labs
The computer labs areas scheduled and managed by Learning Resources Staff and the Instructional Department. They are open to students during classroom hours and/or during posted open lab times. The Learning Resource Center has two computer stations with printing open for use without reservations whenever classes are in session. Ask instructors or staff for the wifi password for personal computer usage. Community groups and private companies may reserve labs by contacting Learning Resources Staff, with questions 785-309-3136. Fee structures for reservations/use may apply.

Student E-Mail Accounts and Internet Access
All equipment and access privileges are to be utilized appropriately for educational purposes. Students must
demonstrate responsible behavior when accessing the internet on college computers.

Students should have no expectation of privacy when using the college’s computers, network, email or other official communication systems. Any email, application or information being accessed/stored on college computers/system is subject to being monitored by the administration and/or faculty.

Students are responsible for appropriate behavior when using college computers. The use of computers and access to the Internet is a privilege, not a right, and may be revoked by the college if abused. Students who violate this policy will be subject to the Student Code of Conduct policy and disciplinary actions. Students may not install computer hardware or software.

Salina Tech is not responsible for personal computer devices or personal wireless devices used on campus that utilize the Salina Tech wireless signal while on campus.

STUDENT LIFE

Student Housing
Salina Tech has a partnership with K-State Polytechnic Housing that gives students the opportunity to live approximately one-half mile from the College. Students living in KSP housing may participate in KSP activities and events, use the KSP fitness center and food service, depending on which services they choose to purchase. To learn more about this and other local housing options, visit the Student Services Office or contact KSP Residence Life, 2310 Centennial Road, Salina, KS, 785-826-2640.

Student Government Association (SGA)
SGA typically meets every two weeks. Membership is made up of one to two students from each program. SGA represents students on college-wide strategic planning processes, provides input on student code of conduct and participates in monthly Cabinet Advisory Council meetings. SGA members represent student interests on a variety of other ad hoc committees and decision-making processes. SGA also assists the college in organizing student activities throughout the year.

Clubs and Organizations
Students may participate in a variety of contests, clubs and organizations. Students may join local, regional or national clubs and organizations. For more information, students should contact their instructor, Student Government Representative or Student Services. Current clubs include Skills USA and National Technical Honor Society.

ACADEMIC POLICIES

Academic Amnesty/Fresh Start
Salina Area Technical College (SATC) supports that a student should be given academic amnesty/fresh start for poor academic records when they have not attended SATC for at least four years. Award of academic amnesty results in the course(s) being excluded from the cumulative grade point average (GPA) calculation. All courses and all grades remain on the student’s transcript with a notation of Fresh Start on the transcript.

The Fresh Start Program can only be used once by a student. Requests should be made in the Registrar’s Office, with final approval from the Chief Academic Officer. Approval for academic amnesty must be received prior to the end of the semester in which the student returns. Once a student is granted academic amnesty, the student’s permanent record cannot be changed.

The Fresh Start Program will not supersede the SACT’s Satisfactory Academic Progress rules for receiving federal and state financial aid funds, which are based on cumulative grades, hours attempted, and hours completed. If a “Fresh Start” student is in violation of the financial aid Satisfactory Academic Progress Rules and wishes to establish eligibility for those funds, an appeal for re-instatement must be submitted to the Financial Aid Office.

Credit for Prior Learning
The College has a Credit for Prior Learning policy. Under this policy, students may earn academic credit for such items as: Advanced Placement (AP) Exams, College Level Examination Program (CLEP) Exams, Credit by Examination (also known as “quiz-out” exams), International Baccalaureate (IB) courses/programs, Military Credit (credit for military experience and education, using the recommendations by the American Council on Education (ACE), and portfolio credit (credit for life experience and various credentials earned such as an OSHA-10 card). The complete policy can be located here: https://www.salinatech.edu/wp-content/uploads/Instruction-Credit-for-Prior-Learning-3.pdf

Services for Students with Learning Disabilities
The College seeks to provide all students with a quality education and equal educational opportunities. Action will be taken to comply with legal requirements ensuring that course requirements do not discriminate or have the effect of discriminating on the basis of a student’s known and adequately documented disability. Requested changes shall not be granted if they require alteration of essential elements of the program or directly related licensing requirements or would result in undue financial or administrative burdens.
Salina Tech operates under the mandate of Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act of 2008, which prohibit discrimination on the basis of disability against any "otherwise qualified individual." Individuals seeking accommodations must give reasonable notice (two weeks or more) and provide documentation to support their request. Reasonable accommodations will be made on a case-by-case basis in order to ensure educational accessibility. Be aware that any high school or college may have different expectations, requirements or different laws regarding accommodations.

Qualified students with documented disabilities may be able to qualify for accommodations. In order to receive services, students are required to complete the established procedures for admission into the college and complete the Request for Accommodation and Academic Support Form which documents the disability in order to verify eligibility under the Americans with Disabilities Act, the ADA Amendments Act (ADA AA), Section 504 of the Rehabilitation Act of 1973 and Student Services policy.

For these purposes, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Documentation of any disability assists the Chief Student Services Officer in collaborating with the student to determine reasonable accommodations and/or services, which are provided on a case-by-case basis. If the submitted documentation is incomplete or does not support the student's request for accommodations and/or services, the student may be asked to provide additional documentation. For example, an Individualized Education Plan (IEP), 504 Plan, or Summary of Performance (SOP) from a secondary school without supporting information is generally not considered to be sufficient documentation.

Documentation, along with the Request for Accommodation and Academic Support should be submitted to Student Services early enough to allow sufficient time to review the request and implement reasonable accommodations and/or services.

For more information, consult with the Chief Student Services Officer to determine which the documentation is needed.

The college reserves the right to deny admission or readmission to any individual considered detrimental to the best interests of the college community or if the college is unable to provide the services, courses or programs needed to assist any person in meeting his/her educational objectives.

**Student Credit Hour Load**

The academic year consists of a fall and a spring semester, each 16 weeks long. Fifteen hours of college credit is considered a standard semester load during the fall and spring semesters. Unless driven by curriculum alignment, permission to enroll in more than 18 credit hours per fall or spring semester must be approved by the Chief Academic Officer. Since the summer semester is only 8 weeks long, permission to enroll in more than 9 credit hours during the summer semester must be approved by the Chief Academic Officer.

Course delivery utilizes many different modalities. The awarding of academic credit for a course is based on the amount of time a student receives direct instruction and works beyond instruction time on the course content. The “credit hour” is the basic unit of measure used for determining college credit. The accepted definition of a credit hour is one (1) hour of instruction and two (2) hours of work outside of class per week for a full semester. Therefore, Salina Area Technical College, in accordance with federal government guidelines and Higher Learning Commission expectations, defines the credit hour as:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

**Lecture Class:**

For a lecture class, one credit is considered to be fifty minutes of lecture class time and two hours per week of work outside of class. For the typical three credit hour class, a student spends three hours per week in class and should expect to complete at least six hours per week of work outside of class.

**Lecture/Lab Class:**

For a lecture/lab class, instruction will be given in two instructional environments: classroom lecture and a laboratory session. For example, in a two credit hour course, a student will spend fifty minutes each week in lecture and 100 minutes each week in a scheduled or independent laboratory session. For each credit hour of lecture, a student should also expect to spend an additional two hours per week outside of class.

**Distance Learning Class:**

Distance learning classes and hybrid classes, a combination of distance learning and classroom instruction, shall include an equivalent amount of instruction and student work load per credit hour as the comparable lecture class or lecture/lab class.
Internship, practicum, or field study credit:
One credit hour is defined as a minimum of 40 hours of supervised work in a field placement each semester.

Attendance Policy
Salina Tech is dedicated to students' employment preparation and believes that poor attendance may result in incomplete knowledge and skill development. Therefore, instructors will address attendance guidelines in course syllabi.

Academic Probation and Suspension
Students who have attempted fewer than seven (7) cumulative credit hours will not be subject to Academic Probation. A student who has attempted at least seven (7) cumulative credit hours and earned a cumulative GPA of at least 2.0 will be considered to be in good standing. Students with a cumulative GPA of less than 2.0 at the end of a semester will be placed on academic probation for the following semester. While on academic probation, if a student earns a term GPA of at least 2.0 for all classes attempted during the term, but fails to raise the cumulative GPA to at least 2.0, the student will be allowed to attend SATC the next term, but will remain on Academic Probation. This will be referred to as "continuing probation". If the student fails to earn a term GPA of at least 2.0 during the probationary semester, he/she will be suspended for one full semester. If he/she wishes to attend Salina Area Technical College after serving the suspension, he/she must reapply for admission and may also need to reapply to his/her program if that program has a competitive admission process. If readmitted, the student's academic status will be "continuing probation" because the GPA is not high enough to be in good standing. A student may be readmitted with conditions to help improve his/her chances of being successful. A student must raise his/her cumulative GPA to at least 2.0 in order to return to good standing.

Suspension Appeal Process
A student may write a letter to the Dispute Resolution Officer stating reasons for a waiver of suspension. The letter will be given to an appeals committee consisting of the Chief Academic Officer, program instructor and one additional instructor. The student will remain in school until the appeal is final. If the appeal is granted, the student will be reinstated on probation with possible conditions.

If the appeal is denied, the student may file an appeal with the college's Board of Trustees within 15 days of the date of the letter of the appeals committee. Contact the President for the procedure. The Board's decision is final.

Readmission from Academic Suspension
See Readmission Policy.

Grading System
Students are encouraged to monitor their academic progress throughout the academic semester by using their Canvas student login and password. High school counselors or parents/guardians are encouraged to view Canvas with their students to keep informed of the student's progress. Grades are reported to the office of the Registrar at mid-semester and at the end of each semester. The Registrar reports official mid-term and end-of-semester grades to high schools only when students are dual enrolled (enrolled and earning credits at both the college and the sending high school). Grades are reported by letter grade only. No plus or minus values are recorded. The scale of grades and grade points is as follows:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Definition</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Deficient</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (credit by exam, credit for prior learning, portfolio credit, etc.)</td>
<td>N/A</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>N/A</td>
</tr>
<tr>
<td>T</td>
<td>Transfer credit</td>
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</tr>
<tr>
<td>P</td>
<td>Pass (Pass/Fail courses)</td>
<td>N/A</td>
</tr>
<tr>
<td>AU</td>
<td>Audited course</td>
<td>N/A</td>
</tr>
<tr>
<td>Z</td>
<td>Grade not yet reported</td>
<td>N/A</td>
</tr>
</tbody>
</table>

How to Calculate Grade Point Average (GPA)
To calculate a GPA:

1. For each class, multiply the grade point value (4 points for an A, 3 points for a B, etc.) by the number of credit hours for that course. (This gives you the total points earned for that class.)
2. Add total credits attempted for all courses (e.g., if the student is enrolled in 15 credit hours of course work this semester and none of the courses are Pass/Fail courses, the student’s total attempted credit hours are 15 for this semester).
3. Add total points earned for all classes (from step #1).
4. Divide the total points earned by the total semester credits attempted.
Only grades of at least C are accepted for transfer credits. Transfer credits are transcribed with T and, therefore, are not calculated into the student’s cumulative GPA on the Salina Tech transcript. If a course is repeated at Salina Tech, the most recent course grade is the only one used in GPA calculation.

Posting Grades
The public posting of grades is a violation of Federal Education Rights and Privacy Act (FERPA). Official grades are unavailable until posted on Canvas.

Independent Study Courses
In exceptional circumstances, the college may approve the offering of an existing course on an independent study basis (e.g., the student must have the course to graduate that semester and there are not enough other students to offer a regular class session). The student will need to obtain the approval of the instructor and Chief Academic Officer before being allowed to register. The student must pay all tuition and fees and purchase the appropriate textbook and supplies, tools, and/or uniforms related to the Independent Study course.

Credit by Examination
Credit by Examination falls under the Credit for Prior Learning academic policy. In courses in which a written or performance-based comprehensive examination is available, credit may be granted if a satisfactory level of achievement is demonstrated (with competencies of a grade of A or B). Students may challenge no more than 50% of the technical or general education classes offered in a program. Students may not challenge safety courses.

To apply for credit by examination, the student should petition the instructor. The instructor and Chief Academic Officer will evaluate the student’s education, work experience, and prior documented training to determine if the course challenge request is appropriate.

If permission is granted, the Learning Resources Specialist or instructor will administer a comprehensive final examination for that class. If the student passes the examination with an A or B, the program lead instructor and the Chief Academic Officer will forward that information and credit recommendation to the Registrar.

Credit by examination credits will be entered on the transcript with a grade of CR and will not be calculated in the student’s Salina Tech cumulative GPA.

A fee is charged for all comprehensive course challenge examinations. Costs for awarded credit will be equivalent to the tuition rate assessed for actual class enrollment. No program or institutional fees will be applied. If the comprehensive course challenge requires a performance-based exam, the student is responsible for providing his or her own tools or necessary supplies for the exam. The student must also dress appropriately and act in accordance with safety regulations while participating in course challenge examinations.

Students cannot receive credit by examination to repeat or to replace a previously earned course grade listed on the transcript, nor may they receive credit for a lower level course than one in which the student was previously enrolled and which is already listed on the student’s transcript. Credit by examination cannot occur after the course begins.

Auditing Classes
Students may audit some Salina Tech classes for the purpose of the learning opportunity according to the following conditions:

- Tuition and fees will be assessed at the same rate for audited classes as those taken for credit.
- Students are required to participate in classes they are auditing.
- Students are not required to take exams in classes they are auditing.
- Students do not receive attempted or earned credit hours for audited classes.
- Audited classes appear on student transcripts with an AU grade which is not calculated in semester or cumulative GPA.
- Audited classes are not counted as part of student enrollment status.
- Students are not eligible for financial aid or veterans benefits for audited classes.
- Audited classes will not be considered part of Satisfactory Academic Progress for financial aid purposes.
- Students should declare their intent to audit a class at the time of registration.
- Must complete prerequisite with credit or AU.

Incomplete Grades
The Incomplete grade status is a temporary grade and is designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their course work within the semester, but have completed a significant amount of the required coursework. An “I” will be temporarily entered on the transcript with a GPA value of zero (“0”).

An instructor may provide a student the opportunity to have an Incomplete when s/he determines the student’s circumstances warrant this consideration and the student has completed a significant amount of the assigned coursework for the class.

The Incomplete Grade policy is meant to be used in cases where the student regularly attended the class as able, made reasonable efforts to complete assigned work on time and is not pursuing the Incomplete simply because of dissatisfaction with his/her final grade.
The instructor and student shall work together to develop a written plan identifying what work must be completed and expected due dates for this work [the maximum length of time for completion is one semester, but the instructor may develop a plan with a shorter time frame].

The instructor should make the Chief Academic Officer aware of the situation and then submit an incomplete grade change form to the Registrar. The form will ask the instructor what the student’s final grade would be if the Incomplete is not finished as agreed. If the student does not complete, this grade will be entered by the Registrar. The student will be notified of any change of grade by an “Issued to Student” transcript.

Pass Grades
A grade of P indicates that the student has passed and received credit for a course, but the grade is not calculated in the grade point average. The credit hours count for graduation. A grade of P may be assigned for credit in courses for which no grade is given such as seminars or workshops.

Grade Change
Grade change forms are submitted directly to the Registrar’s Office by the instructor who taught the course. A failing grade will not be changed to a passing grade without the signature of the Chief Academic Officer. The student will receive a copy of the grade change form as notification that the process has been completed.

Grade change and withdrawal appeals must be submitted to the Registrar’s Office within one semester of the student’s initial enrollment in the course.

Repeating Courses
Students may repeat a course taken previously. However, a record of the prior course will continue to appear on the transcript. Only the grade from the most recent repeat of the course will be used when computing the GPA.

When a student has withdrawn from a repeated course, the transcript entry indicates W and the most recent (non-W) letter grade will be used for the GPA calculation. Full tuition and fees will be charged for repeated courses. Students are expected to have the required textbooks and/or required supplies, tools or uniforms for the course. Financial aid is available to repeat a course, but only for one repetition.

Student Grade Appeals
A final grade is a professional educational decision made by the faculty member. The integrity of the academic standards of the college depends upon the grading procedures of the faculty. A change of a final grade begins with a personal appeal from the student to the faculty member. Appeals often involve situations where the syllabus was not followed, unusual and mitigating circumstances beyond the student’s control, or an error or mistake that the faculty may have made in calculating or computing the student’s grade. A student cannot appeal a final grade just because they did not like their grade nor can they question or challenge the professional judgement of the faculty member, especially when subjective grading is involved.

Students must initiate appeals related to a final grade within 30 calendar days after the end of the semester in which the grade was awarded. Within this time frame, the student must first discuss the grade with the instructor and strive to informally resolve the grading issue. The student should try to provide written materials or information that supports their appeal. Only the student may initiate the appeal. Other parties cannot initiate or present materials for the student. If the appeal results in a change of grade, the instructor will need to complete and submit a “Change Grade Request Form”.

If the faculty member is no longer an employee of the college, then the student may appeal to the program director if the student is in a dental, allied health, or nursing program. If not, the student may appeal directly to the Chief Academic Officer.

If, after meeting with the instructor (or program director), the student is unsatisfied with the outcome of that meeting, the student must submit a written appeal to the Chief Academic Officer (CAO) within 15 days of meeting with the instructor or program director. The student must provide all written documentation, evidence, rationale/justification for the CAO to consider. The Chief Academic Officer will investigate by communicating with the instructor and will respond in writing within 15 calendar days.

If the student is unsatisfied with the decision made by the Chief Academic Officer, the student may file an appeal to the College President within 15 days of the date of the Chief Academic Officer’s denial. The President’s decision is final.

If any extension to deadlines is needed due to faculty or staff being unavailable, which may impact communications or any investigation, the student, faculty, and appropriate administrators will be notified.

Graduation Requirements
To be eligible to graduate, a student must:
- Complete all required units of instruction and all required assessments.
- Earn a grade of C or higher in all courses.
- Earn at least 15 credits from Salina Tech.
- Ensure that all official college or military transcripts for any previously earned transfer credits are received at Salina Tech the
academic year in which the student intends to graduate.

Any student intending to take a course at another institution for transfer to Salina Tech should receive approval from the Salina Tech Advisor prior to enrolling in said course to ensure the course will meet graduation requirements.

**Institutional and Program Assessment**
Each program assesses student performance in four areas: Technical Skills, Communication, Critical Thinking, and Workplace Skills Profiles. These assessments provide three benefits:
- Students know in advance exactly what they will be held responsible for learning.
- Instructors use the profiles as a management tool to show student progress.
- Employers may use profiles when interviewing a Salina Tech graduate.

Students may receive a copy of their completed profile upon request. Contact Student Services for more information.

Graduates are required to participate in end-of-program assessments such as the NOCTI and WORKKEYS® assessments as part of efforts to measure institutional effectiveness.

**WORKKEYS® Assessments**
WORKKEYS® is a reliable and nationally-validated assessment used to evaluate and analyze workplace skills. Thousands of jobs are "profiled" to identify skill levels necessary to perform each job. Skills measured by WORKKEYS® are necessary for most jobs.

Salina Tech graduates are required to take the following WORKKEYS® assessments:
- **Applied Mathematics**: measures skills used to apply mathematical reasoning and problem-solving techniques to work-related problems.
- **Locating Information**: measures skills used to work with workplace graphics such as: charts, graphs, tables, forms, maps, diagrams, and instrument gauges.
- **Reading for Information**: measures skills used to read and use written text to do a job such as: memos, letters, directions, signs, policies, and regulations.

Graduates can earn the Kansas WorkReady! Certificate which uses WORKKEYS® assessments to award Career Readiness Certificates to individuals to document their skills in mathematics, reading, and locating information. Employers may use the Kansas WorkReady! Certificate as an additional tool to identify quality applicants.

Graduates are encouraged to present their certificate to potential employers as documentation of work skill levels.

**Kansas WorkReady! Certificates have four levels: Bronze, Silver, Gold, and Platinum.**
- **Bronze**: an individual has core skills for approximately 35% of the jobs profiled by WORKKEYS®.
- **Silver**: an individual has core skills for approximately 65% of the jobs profiled by WORKKEYS®.
- **Gold**: an individual has core skills for approximately 90% of the jobs profiled by WORKKEYS®.
- **Platinum**: an individual has core skills for approximately 99% of the jobs profiled by WORKKEYS®.

**Recognition of Academic Excellence**
Salina Tech recognizes academic excellence in instruction and student performance in many ways:
- **Salina Tech is a member of the National Technical Honor Society, which promotes service, leadership, honesty, career development, knowledge, and skills.** The Honor Society recognizes and rewards student academic achievement and encourages goal setting. It provides a link between the college and business and industry, and promotes the image of technical education at the local, state and national levels.
- **Students who participate in skills events (i.e., Skills USA or other competitive events) are recognized for their accomplishments at Commencement.**
- **Salina Tech recognizes students who excel academically. At the conclusion of each fall and spring semester, students are designated as honor roll students according to the following criteria.**
  - **President’s Honor Roll** – Students who are enrolled in and complete a minimum of 12 letter-graded credit hours during the semester, and who earn a semester grade point average (GPA) of 4.0, with no Incomplete grades, are designated as President’s Honor Roll students.
  - **Dean’s Honor Roll** – Students who are enrolled in and complete a minimum of 12 letter-graded credit hours during the semester, and who earn a semester grade point average (GPA) of 3.5-3.99, with no Incomplete grades, are designated as Dean’s Honor Roll students.
- **Graduates are recognized for excelling academically. Graduates are designated as graduating with honors based on the cumulative grade point average (GPA). In addition to the GPA requirements listed above, graduation candidates must have completed a minimum of 15 credit hours of letter-graded course work in residence at Salina Tech before
they will be designated as graduating with honors. Recognition at graduation will be based on the candidates’ cumulative GPAs as of the semester prior to graduation. However, final graduation honors will be designated based on final, cumulative GPAs. Criteria are as follows.

- **Summa Cum Laude** – Graduation candidates who have a cumulative GPA of 3.9 – 4.0
- **Magna Cum Laude** – Graduation candidates who have a cumulative GPA of 3.75 – 3.899
- **Cum Laude** – Graduation candidates who have a cumulative GPA of 3.5 – 3.749

**Course Add/Drop/Withdrawal**

Students who wish to withdraw from, or for any reason find it impossible to complete a course, should officially withdraw from it. Merely ceasing to attend a class or classes does not constitute official withdrawal, nor does notification to the instructor. Cancellation of payment does not constitute withdrawal, nor does it reduce indebtedness to the college.

To drop or add a course, a student should fill out an Add/Drop Form and return it to Student Services. If a student wants to withdraw from all courses, the student should complete an Exit Form and return it to Student Services.

A student who drops a course for the semester before the course census date (20th class day or 25% of the length of the course) will not have a notation on the transcript; the course(s) from which the student withdrew will not be listed on the transcript.

Students dropping a course after the course census date will be given a grade of W on the transcript. A student may not drop a class after 66.67% (2/3) of the course is completed or after the “Last Day to Withdraw with a W” as listed on the course syllabus and academic calendar. **NOTE:** The academic calendar lists the “Last Day to Withdraw with a W” for full-semester classes; for courses shorter than 16 weeks, a prorated schedule of refund, drop and withdrawal deadlines is listed on page 2 of the academic calendar. The 2021-2022 academic calendar is located [here](#).

A student who is withdrawing from all classes should fill out an Exit Form in Student Services. A student may not withdraw from all classes after the “Last Day to Withdraw with a W” as listed on the course syllabi. Instructors will be notified when a student withdraws.

**Updating Student Information**

Students who need to change their recorded information including name, address, or social security number must notify the Registrar’s Office. Changing a name requires legal documentation such as a birth certificate, legal adoption or name change documentation, marriage certificate, divorce decree or other legal/court documentation. Changing an erroneously-reported social security number requires a copy of the official social security card.

**Student Follow-Up and Employment**

During the first year after graduation or leaving college for any other reason, students will be contacted by the college to complete a follow-up survey regarding employment.

**FINANCIAL AID**

Financial aid is money available to assist students with the costs of attending college. This assistance comes from a wide variety of federal, state, institutional and private financial aid programs.

Federal student aid is financial help for students enrolled in eligible programs at participating schools to cover school expenses, including tuition and fees, room and board, books and supplies, personal expenses and transportation. Most federal aid is need-based. The federal aid offered at Salina Tech includes the following: Pell Grant, Federal Direct Subsidized Stafford and Unsubsidized Stafford loans, and Federal Work Study.

Grants are a source of financial aid that do not have to be repaid. Generally, Pell Grants are awarded to students who have not yet earned a bachelor’s degree. Awards are made based on financial need and enrollment. Grants are different from a loan in that they do not have to be repaid, unless the student withdraws prior to the end of the term, after having already received funds.

The federal loans are guaranteed by the federal government. A student is eligible for this loan if he/she is enrolled at least half-time in a degree-seeking program, is not in default on a federal loan, does not owe a repayment on a federal grant, and meets all other eligibility criteria.

Subsidized Stafford Loans are based on financial need as determined by the Free Application for Federal Student Aid (FASFA). The government pays the interest on subsidized loans for the student as long as the student remains enrolled at least half-time in a degree-seeking program. The amount a student can borrow during each academic year is based on his/her grade level, cost of attendance, enrollment status and expected family contribution.

Unsubsidized Direct Loans are not based on financial need. The student is responsible for the interest while he/she is in school. The student can either pay the interest quarterly or have it accrue and added to the loan principle.
A student is not required to take out loans, but they are there if he/she needs them. Students should remember to always borrow conservatively. A student loan is a debt that must be repaid.

The following criteria must be met to be considered for federal financial aid:

- Be a U.S. citizen or eligible non-citizen
- Have completed high school, GED, or passed the ability-to-benefit test.
- Have completed at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by a postsecondary institution.
- Be enrolled in a degree-seeking program.
- Have a valid Social Security number.
- Meet Satisfactory Academic Progress (SAP) standards.
- Not be in default on a federal loan or owe a repayment of a federal grant.
- If male aged 18 through 25, be registered with Selective Service.
- Have no drug convictions or meet the acceptable exceptions.

**Additional Financial Aid Requirements**

- Students must maintain an overall GPA of 2.0 or better in the current program of study.
- Students must successfully complete at least 67% of the credits attempted each term.
- Federal financial aid regulations allow for financial aid for up to 150% of the published length of a program. This is measured in credit hours attempted, which includes courses the student dropped with a W and any transfer credits which apply toward the student’s program of study. Students who have reached the maximum time frame for their program are suspended from financial aid.

**Applying for Financial Aid**

Students interested in federal financial aid must fill out the Free Application for Federal Student Aid (FAFSA) at [https://studentaid.gov/](https://studentaid.gov/). Salina Tech’s school code is 005499. Students may also call 800-4-FED-AID and request a paper application. Completion of the FAFSA is required to receive any federal financial aid.

The FAFSA is used to apply for all types of federal aid awarded by the college and is submitted directly to the U.S. Department of Education’s central processor. To determine if a student is eligible financially, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information the student reported when he/she applied. The formula produces an Expected Family Contribution (EFC) number. A Federal Student Aid Report (SAR) is sent to the student and an electronic report is sent to the Financial Aid Office. The college will then determine eligibility, provided a valid Application for Admission has been submitted.

**Loan Requirements**

Students who receive a federal student loan must complete entrance counseling, a promissory note and exit counseling. If not previously completed, the entrance counseling session can be completed at [https://studentaid.gov/](https://studentaid.gov/). This must be done before the student can receive disbursements on the student loan.

The Master Promissory Note (MPN), a legally binding agreement that the student will repay his/her loan, MUST be completed accurately, at [https://studentaid.gov/](https://studentaid.gov/) before receiving disbursements on the student loan. Paper MPNs are available upon request. First-time borrowers’ loan funds must be held for 30 days from the start date of the academic term. One-semester-only loans must be split between two disbursements within the same term.

All borrowers must complete an Exit Counseling session upon graduating, leaving school, or dropping below half-time status. To complete the Loan Exit Counseling, go to [https://studentaid.gov/](https://studentaid.gov/).

Federal Parent Loan for Undergraduate Students (PLUS): If dependent students are enrolled in at least six credit hours, their parent can apply for a PLUS loan to help pay for college. To apply, go to [https://studentaid.gov/](https://studentaid.gov/).

The PLUS loan is a standard loan rather than federal financial aid, so a credit check will be completed. Please contact the Financial Aid Office after completing the application to verify approval.

**Additional Types of Financial Assistance**

**Federal Work-Study Policies and Procedures**

The Federal Work-Study (FWS) program provides jobs for students who demonstrate financial need (according to the FAFSA), have indicated on the FAFSA that they are interested in work-study as part of their financial assistance and have completed the enrollment process.

FWS is a program that allows students to earn money for college by working either on campus or off campus. FWS funding is not disbursed into student accounts at the beginning of each semester like a loan, grant or scholarship would be. FWS funding is earned through a paycheck for working on campus. FWS funding pays 75% of the wage while Salina Tech pays 25%. Earnings are approximately between $1,100 and $2,500 per semester. Students are responsible for finding a work-study job and must be enrolled and attending at least half-time (six credit hours per semester) in an approved Title IV, Higher Education Act program.

If a student accepts a FWS award, the job search may begin by reviewing the job opportunities found in the office of the Human Resources Specialist. Students who
wish to apply for a work-study position must complete a college work-study application and submit it to the Human Resources Specialist prior to the interview process each semester.

Students will be paid at least the federal minimum wage, but may be paid higher depending on the position. The total FWS award depends on the level of financial need and the funding level of this institution. Generally, students in work-study positions will work between 10 to 20 hours a week. The amount of earnings cannot exceed the total FWS award for each student. During the first two weeks of each semester, the Human Resources Specialist and the position supervisor will interview prospective work-study student applicants. Supervisors have the responsibility to terminate a student who does not satisfactorily perform his/her duties.

All positions begin each semester. Pay is by the hour and pay periods are from the 16th of each month through the 15th of the next month with payment made on the 25th of each month. The Human Resources Specialist will review time sheets to ensure that no hours were worked during a student’s class schedule, the overall student hours worked are within Salina Tech guidelines, and that Salina Tech does not overspend the award budget.

**GI Bill®, Post 9-11, and Other VA Benefits**

All technical programs at Salina Tech are approved for Veterans benefits.

The U.S. Department of Education, starting with the 2009-2010 academic year, no longer requires that educational benefits received by the student from the VAA (Chap. 30, 33, 35, 1606, 1607) be considered as a resource toward meeting a student’s financial aid “need” when awarding Title IV student financial aid. These benefits are not required to be reported on the FAFSA.

**Salina Tech Scholarship/Sponsorship Program**

This program achieves a dual purpose. It recognizes distinguished students and helps students who have financial needs. A number of scholarships and sponsorships are available to postsecondary students. Some of these are provided by outside organizations and administered by the college. Applications are available in the Student Services Office. All eligible students are encouraged to apply.

**Other Financial Assistance**

Some students may be eligible for benefits through Kansas Vocational Rehabilitation, Veteran Vocational Rehabilitation, the GI Bill® or other social agencies. Also, a limited number of scholarships and other awards may be available each year through the student’s home community, civic organizations, Kansas Vocational Education Scholarship Program and Dane G. Hansen Foundation. A list of scholarships can be found on Salina Tech’s website at [https://www.salinatech.edu/scholarships/](https://www.salinatech.edu/scholarships/)

**Pay It Forward Scholarship**

After completing high school, a student may qualify for the Pay It Forward Scholarship. Eligible students will receive a scholarship equaling the total tuition paid to SATC while in high school up to a maximum of $1,000. The student must enroll full-time at SATC within six months of graduating from high school.

For example, if a student completed a 3-credit hour concurrent credit General Education course (such as College Algebra), and, therefore, paid $237 for those 3 credits, then the student will have $237 in his/her Pay It Forward Scholarship. The student can apply these scholarship funds to pay for tuition, fees and other expenses when enrolled as a full-time student after graduating from high school. The scholarship funds may not be used to satisfy prior balances with SATC.

**Money Management - CashCourse**

With assistance from the National Endowment for Financial Education (NEFE), financial literacy information is available for Salina Area Technical College students. CashCourse is being provided to assist our students with important financial decisions. It is a free financial education resource that provides online tools to students. CashCourse offers real-life guidance. Many college students may be living on their own for the first time and may find it difficult to make wise financial decisions because they are uninformed or overwhelmed. Salina Tech believes it is important for students to understand financial products and services so they can manage their money wisely and make good financial decisions. To learn more, go to [http://www.cashcourse.org](http://www.cashcourse.org).

**Change of Program Policy**

A student who changes his/her educational objectives by entering a new program will have only the grades in the new course considered in the cumulative GPA. For purposes of determining whether the student has completed a course in the maximum allowable time frame, the time spent in the previous program is not considered except any credits that transfer to the new program. Only one program change will be approved.

**Satisfactory Academic Progress**

Financial Aid recipients must meet the following standards to maintain eligibility for student financial aid:

- **Qualitative Standards:** A student must have at least a 2.0 cumulative GPA to be considered making satisfactory progress for continued participation in federal aid programs.
- **Quantitative Standards:** For a student to be considered as progressing normally, the student’s ratio of earned hours to attempted hours (or pace towards degree completion)
must be no less than 67% of the credits attempted.

Attempted hours are those hours for which students were still officially registered at the conclusion of each semesters add/drop period. Withdrawals are counted as attempted hours, unless dropped during the add/drop period.

Grades of W, T, I, AU and F do not count as successfully completed courses. These grades do count as credits attempted for financial aid purposes and are used in the determination of enrollment status and maximum time frame. Audited (AU) courses are not eligible for financial aid funding and are not included in the determination of a student’s enrollment status for financial aid purposes.

Maximum hours to earn degree and still receive financial aid:

- A student may only collect federal financial aid for 150% of the expected time to complete a program.
- Example expressed in credit hours: if a program requires 40 credit hours for graduation, a student will only be eligible for federal financial aid for 60 attempted credit hours (40 x 1.5 = 60).
- Example expressed in years: students in a two-year program are only eligible for federal financial aid for three years of full-time enrollment (2 x 1.5 = 3).

Withdrawals

A grade of W is counted as credits attempted and counts toward the maximum time frame unless students officially drop prior to the conclusion of each Add/Drop period.

Pass/Fail Courses

These hours count within the total of attempted and earned hours, but are not calculated into the GPA.

Transfer credits

Transfer credits accepted for the student’s academic program are counted when measuring the maximum time frame to complete the degree or program. Salina Tech does not accept any transfer grades lower than C. Transfer credits are not calculated into the GPA.

Course Repeat Policy

If a student fails a course, then repeats and successfully passes the course, the failing grade will be removed from the calculation of a student’s GPA, and replaced with the passing grade. The course and both grades will still appear on the transcript with a designation of “R”. Both attempts must be listed as attempted hours for purposes of financial aid, but the failing grade will not figure into the GPA. Federal financial aid will only pay for a class to be repeated once, and only as long as all other eligibility requirements are met.

Monitoring Satisfactory Academic Progress

Federal regulations (Sections 668.16(e),668.32(f) and 668.34) require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress toward earning his/her certificate. This determination of progress is made at the end of each semester and before the financial aid office disburses any federal aid funds for the subsequent semester. Satisfactory academic progress standards apply to both part-time and full-time students.

Financial Aid Warning

Students who are receiving federal financial aid and do not meet the satisfactory academic progress criteria will be placed on a financial aid warning period for the following academic semester. Students have one semester to meet the satisfactory progress requirements. Students will be notified in writing by the Financial Aid Specialist of their financial aid status. If satisfactory academic progress is not achieved with the next semester, students will be placed on financial aid suspension.

Financial Aid Probation

Financial aid probation is a status assigned to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.

Financial Aid Suspension

Students who are on financial aid warning and do not make satisfactory academic progress or students exceeding the maximum amount of time allowed to complete a program will be placed on financial aid suspension. Students who are on financial aid suspension may attend Salina Tech at their own expense. Students will be notified in writing by the Financial Aid Specialist of their financial aid suspension.

Reinstatement

Students who have been suspended from financial aid may seek reinstatement by achieving, without benefit of financial aid, both the completion rate and the cumulative 2.0 GPA required. Reinstatement may be requested for the term after this occurs. When reinstated, the student is placed on financial aid probation.

Satisfactory Academic Progress Appeal Procedures

Students who are placed on financial aid suspension may appeal in writing to the Director of Financial Aid. Appeals must explain the extenuating circumstances that contributed to their failure to maintain satisfactory academic progress and what has changed in the student’s situation that would allow the student to demonstrate satisfactory academic progress at the next
evaluation period. Examples of extenuating circumstances may be a serious illness, hospitalization, or a death in the family.

Appeals must be received within 10 days of the date the student’s notification of suspension was issued. A decision will be made based on the documentation and circumstances surrounding the request.

The student may file an appeal with the college's Board of Trustees within 15 days of the date of the Director of Financial Aid’s denial. Contact the President for the procedure. The Board’s decision is final.

Financial Aid Checks
Financial aid is awarded by the Financial Aid Office, but disbursed through the Business Office. The Business Office will credit the student account for institutional charges from all sources of financial aid and pay the student any credit balance by electronic deposit into the bank account if the student has a Direct Deposit Form on file. If the student does not have a signed form on file, a check will be mailed to the student. The Business Office may take up to 14 days to process any refunds.

Right to Cancel Loans
If a student wishes to cancel all or a portion of their Direct or PLUS loan after disbursement, they must notify a Financial Aid Specialist in Student Services in writing within 14 days of the receipt date. They will need to attach a cashier’s check for the amount they wish to cancel with the notice. Students should verify with the Financial Aid office to verify the payee on the cashier’s check before sending the notice and check. Questions regarding loan cancellation after disbursement should be directed to Financial Aid Specialist located in Student Services or call 785-309-3147.

Pell Grant: Dropping Classes
Pell Grant funds adjust according to your enrollment level. As a result, when you drop a class, a financial aid specialist in Student Services is required to reduce the amount of Pell Grant to match your new enrollment level. Exception: If you drop a class after the 100% refund period, and you have proof that you participated in your class before you dropped it, you may keep the Pell Grant funds you received for that class.

Pell Grant Recalculation
If a student changes their enrollment status during the semester, Pell grant recalculation may be required depending on the date of the enrollment change. Pell grant recalculation will not be performed for changes in enrollment status after census day each semester.

Proof of Participation
Your proof of participation must be submitted to Student Services no later than five business days after dropping your course. Proof of participation can be a:

- Graded test, quiz or assignment with your name and the course identifier on it, or
- Your instructor may email our office at rachael.galvan@salinatech.edu to verify your participation in the class and give your name and the course identifier.

This exception does not apply if you are completely withdrawing from school. If you completely withdraw from school, no proof of participation will be accepted by Student Services, and you may be required to return a portion of your award, whether or not you attended the class.

Financial Aid - Return of Federal Funds Policy
When a recipient of a Federal Pell Grant or Federal Stafford Loan withdraws from Salina Tech during a semester in which the recipient has begun attendance, the college will determine the amount of federal aid that the student earned on a pro-rated basis. Salina Tech will notify the student of the unearned aid that Salina Tech was required to return and the amount of unearned aid the student must return. The student will owe Salina Tech the amount of aid that Salina Tech was required to return.

For example, if the student completed 30% of the payment period or period of enrollment, he/she earned 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student has earned all the assistance that he/she was scheduled to receive. If the student does not provide official notice of his/her intent to withdraw from classes, Salina Tech will use the latest academically-related activity date as the withdrawal date from any classes to calculate the funds to be returned to the Department of Education. In the absence of evidence of a last day of attendance at an academically-related activity, the college will use the 50% point of the semester.

The requirements for Federal Student Aid program funds when a student withdraws are separate from Salina Tech’s Refund Policy. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. The student will owe the portion of aid the college was required to return (tuition, books, and fees) and the portion of unearned aid the student received in his/her disbursement check.

Calculating Unearned Federal Aid to Determine Amount that Must Be Returned
A student can estimate the amount of unearned federal financial aid he/she would be required to return by following the simple steps below:

1. Determine the number of calendar days in the semester, then count the number of days the student attended starting with the first day of the semester and including the last day the student attended. DO NOT count any break when the student was not in college for five days in a row.
2. Determine the student’s enrollment status:
   Determine the NEW enrollment status at Salina Tech: full-time (12 or more credit hours), three-quarter-time (9-11 credit hours), half-time (6-8 credit hours) and less-than-half-time (3-5 credit hours). If the student did not start all courses, his/her enrollment status may drastically change the amount of aid he/she is eligible to receive. If the student was enrolled in courses (quarter classes) that started on different dates in the semester and he/she did not attend at least one day of each course, do not include those credit hours in the student’s NEW enrollment status.

3. Determine the total amount of federal aid:
   Determine the total amount of Federal Pell and Federal Direct Loan aid that was disbursed or could have been disbursed to the student to pay the college or to pay the student for living expenses.

4. Determine the percent of federal aid that was earned: Divide the number of calendar days the student attended by the number of calendar days in the entire semester.

5. Determine the percent of federal aid that was unearned: 100% of the days in the semester less the % earned.

6. Determine the amount of earned aid: Earned aid disbursed or aid that could have been disbursed multiplied by the % of days attended.

7. Determine the amount of unearned aid: Amount of Federal Pell and Federal Direct Loans aid that was disbursed or could have been disbursed less earned aid.

8. Determine the amount of unearned aid the college must return: Percentage of unearned aid multiplied by institutional charges (the charges include all institutional charges regardless of what agency or federal aid or cash that was paid on institutional charges).

9. Determine the amount of unearned aid the student must return: Unearned Federal Aid less the amount of aid the college must return. Divide the result by 50% for the amount of aid the student must return to the Federal Government. In addition, the student will owe the college for the amount of unearned aid the college was required to return on the student’s behalf.

Forms for the calculation of return of federal aid are available upon request from the Financial Aid Office.

**Student Does Not Begin Attendance in All Classes Within a Term**

If the student does not begin attendance in all of his/her classes, resulting in a change in the student’s enrollment status, the college will recalculate the student’s award based on the lower enrollment status. A student is considered to have begun attendance in all of his/her classes if the student attends as least one day of class for each course in which the student’s enrollment status was determined for Federal Pell Grant eligibility.

**Notifying the Student**

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, a college must notify the student that he or she must repay the overpayment or make satisfactory arrangements to repay it. A student has 45 days from the date the notification was sent to take one of the following actions:

1. The student may repay the overpayment in full to the college; or
2. The student may sign a repayment agreement with the college; or
3. The student may sign a repayment agreement with the U.S. Department of Education (DOE).

If the student fails to take one of the positive actions during the 45-day period, the student’s overpayment may be reported immediately to the U.S. Department of Education and referred to them for collection.

**Financial Aid Return of Federal Funds Withdrawal Procedures**

The Vice President of Operations or the Registrar will obtain an exit form from the student and provide it to the Financial Aid Office within 5 days of being notified of an official withdrawal. In the case of an administrative withdrawal, the Vice President of Operations or the Registrar will notify the Financial Aid Office within 5 days of the administrative withdrawal being finalized. Once a student is administratively withdrawn, he/she may not be re admitted until the following semester. The Financial Aid Officer will then complete an R2T4 return of Title IV funds and make any return of funds to the DOE within the required 30-day period of being notified.

**Unofficial Withdrawal**

If a student does not provide official notice of intent to withdraw from classes, Salina Tech uses the latest academically-related activity date as the withdrawal date from any of classes to calculate the funds to be returned to the Department of Education. In the absence of evidence of a last day of attendance in an academically-related activity, the college will use the 50% point of the semester.

**Financial Aid Change in Circumstances**

Occasionally, the information provided on the Free Application for Federal Student Aid (FAFSA) no longer accurately reflects a family’s financial situation, as in the case of an unexpected loss of income. The Financial Aid Office may or may not be able to adjust income information based on these special circumstances; these decisions are made on a case-by-case basis. Adjusted income does not guarantee that additional financial aid will be awarded. If a student has experienced a change in situation such as this, he/she should contact the Financial Aid Office to discuss it further.
National Student Loan Data System
Upon receipt of a student status confirmation report from Student Services, the report will be completed and returned within 30 days. Enrollment status will be determined for each student listed, and any withdrawal dates will be reported. If there are any issues with the reporting schedule, Salina Tech may alter their reporting schedule to maintain compliance.

Net Price Calculator
In accordance with the Higher Education Opportunity Act of 2008, Salina Tech has posted a net price calculator on its website that uses institutional data to provide estimated net price information for current and prospective students and their families based on a student’s individual circumstances. The calculator does not represent a final determination, (actual award) of financial assistance, or a final net price; it is an estimate based on the price of attendance and financial aid provided to students in a previous year. The price of attendance and financial aid availability change from year to year. The estimates shall not be binding on the Secretary of Education, the institution of higher education, or the state. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be eligible for and receive an actual financial aid award that includes federal grant or loan assistance. For more information on applying for federal student aid, go to https://studentaid.gov/.

NASFAA Code of Conduct for Institutional Financial Aid Professionals
An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his/her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government-sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

- Refrain from taking any action for his/her personal benefit.
- Refrain from taking any action he/she believes is contrary to law, regulation, or the best interests of the students and parents he/she serves.
- Ensure that the information he/she provides is accurate, unbiased and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his/her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
- Disclose to his/her institution, in such manner as his/her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

GENERAL EDUCATION

GENERAL EDUCATION PHILOSOPHY
General Education improves the ability of students to think critically, solve problems, communicate effectively and value diversity. Courses in the General Education program strive to encourage students’ intellectual curiosity and to develop their pursuit of lifelong learning by integrating classroom instruction with real-world applications. The program works to provide students with the foundational skills necessary for success in their careers and their lives in an ever-changing world.

General Education Student Learning Outcomes
Students who graduate from Salina Tech with an AAS degree will be able to:
1. Compose coherent written communication.
2. Deliver coherent oral communication.
3. Show proficiency in locating, analyzing, documenting and ethically using information sources.
4. Perform and interpret calculations.
5. Develop logical problem-solving skills and/or critical thinking skills.
6. Identify appropriate strategies for gathering, analyzing and displaying data to draw conclusions from scientific data.
7. Collaborate effectively, which cultivates a respect for human diversity.
8. Demonstrate technology literacy appropriate to area of study.

All AAS degree awards must have at least 15 credit hours of general education coursework, to be divided as illustrated below. Some individual programs have specific general education requirements; see the college advisor or program instructor for more information. All general education courses are 3 credit hours.

General Education AAS Degree Requirements
An Associate of Applied Science (AAS) degree will be awarded upon satisfactory completion of one course each from all of the following five general education categories: Written Communication, Verbal Communication, Mathematics, Computer Science or Science, and Social Sciences/Humanities. Some programs have specific general education requirements; see the college advisor or program instructor for more information.
Written and Verbal Communication (6 total credit hours): One course from Written Communication and one course from Verbal Communication.

Written Communication
ENG 100 Technical Writing (3 cr.)
ENG 101 Composition I (3 cr.)
ENG 102 Composition II (3 cr.)

Verbal Communication
COM 102 Interpersonal Communication (3 cr.)
COM 105 Public Speaking (3 cr.)

Mathematics and Computer Science (6 total credit hours): One course from Mathematics and one course from Computer Science/Science.

Mathematics
MAT 101 Technical Math (3 cr.)
MAT 105 Intermediate Algebra (3 cr.)
MAT 150 College Algebra (3 cr.)
MAT 152 Elementary Statistics (3 cr.)
MAT 155 Trigonometry (3 cr.)
MAT 158 Linear Calculus I (3 cr.)
MAT 160 Calculus I (5 cr.)

Computer Science or Science
CSA 105 Introduction to Computer Applications and Concepts (3 cr.)
CSA 110 Introduction to Computer Programming (3 cr.)
BIO 105 General Biology (5 cr.)
BIO 150 Human Anatomy & Physiology (5 cr.)
BIO 200 Microbiology (5 cr.)
CHM 101 General Chemistry (5 cr.)
PHS 100 Physics I (5 cr.)
PHS 110 Physical Science I (3 cr.)
PHS 115 Physical Science I Lab (2 cr.)
PHS 120 Astronomy (4 cr.)

Humanities/Social Sciences (3 total credit hours): One course from Humanities/Social Sciences.

Humanities/Social Sciences
ART 100 Introduction to Drawing (3 cr.)
ART 110 Art History I (3 cr.)
ART 120 Art History II (3 cr.)
ENG 110 Introduction to Literature (3 cr.)
HIS 105 US History I (3 cr.)
HIS 110 US History II (3 cr.)
HIS 115 World History I (3 cr.)
HIS 120 World History II (3 cr.)
HUM 101 Ethics in the Workplace (3 cr.)
HUM 105 Art Appreciation (3 cr.)
HUM 115 Introduction to Philosophy (3 cr.)
HUM 120 World Religions (3 cr.)
MUS 100 Music Appreciation (3 cr.)
MUS 101 Music Theory I (3 cr.)
MUS 102 Music Theory II (3 cr.)
POL 105 American Government (3 cr.)
POL 110 Introduction to Political Science (3 cr.)
PSY 100 Personal Growth and Development (1 cr.)
PSY 101 General Psychology (3 cr.)
PSY 102 Professional Growth and Development (1 cr.)
PSY 105 Human Development (3 cr.)
SOC 101 Sociology (3 cr.)
SOC 103 Marriage and Families (3 cr.)

A minimum grade of C must be earned in each general education course for the course to count towards an AAS. Only courses numbered 100 or higher count toward the AAS degree. General education courses meeting the AAS degree requirements may also be transferred from a regionally accredited college/university. For any degree, at least 15 of the credits must be from Salina Tech.
TECHNICAL PROGRAMS
AUTOMOTIVE COLLISION AND REFINISHING TECHNOLOGY

This program of study emphasizes the skills needed for employment in the collision shop industry. This is an ASE certified NATEF program. Instructors are ASE Master Certified Technicians.

- **Technical Certificate Option** - The Technical Certificate in Automotive Collision and Refinishing Technology is a two semester program that contains technical and advanced technical courses.

- **Associate of Applied Science Degree Option** - The Associate of Applied Science degree, in Automotive Collision and Refinishing Technology, is a four semester program that contains technical, advanced technical and general education courses.

**Admission Criteria:** Placement test and preadmission advising.

**Technical Education Courses**

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>ACR 110 Paint and Refinishing 1</td>
<td>3</td>
</tr>
<tr>
<td>ACR 115 Paint and Refinishing 2 <em>(Pre-req: ACR 110)</em></td>
<td>3</td>
</tr>
<tr>
<td>ACR 130 Non-Structural Analysis &amp; Damage Repair 1</td>
<td>4</td>
</tr>
<tr>
<td>ACR 135 Non-Structural Analysis &amp; Damage Repair 2 <em>(Pre-req: ACR 130)</em></td>
<td>4</td>
</tr>
<tr>
<td>ACR 150 Structural Analysis &amp; Damage Repair 1</td>
<td>2</td>
</tr>
<tr>
<td>ACR 155 Structural Analysis &amp; Damage Repair 2 <em>(Pre-req: ACR 150)</em></td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits** 18 **Total Credits** 22

**Total Technical Certificate Credits** 40

*All courses listed with a prerequisite required must be passed with a C or better before moving on to the next course.*

**General Education Courses**

- Written Communications ................................................................. 3
- Verbal Communications .................................................................. 3
- Mathematics ................................................................................... 3
- Computer Science/Science .............................................................. 3
- Social Sciences/Humanities ............................................................. 3

*For a list of general education courses that will meet the AAS requirements, see pages 38-39.

**Total General Education Credits** ................................................. 15

**Total Advanced Technical Courses** ........................................... 3

**Total Related Elective Credits** .................................................... 2

**Total AAS Program Credits** ...................................................... 60

**Program Outcomes**

- Analyze automotive structural damage and repair requirements.
- Analyze automotive non-structural damage and repair requirements.
- Diagnose and repair collision damaged mechanical and electrical components.
- Demonstrate automobile painting and refinishing skills.
- Demonstrate safe work habits and procedures within an auto collision repair facility.

**General Education Program Outcomes**

- Compose coherent written communication.
• Deliver coherent oral communication.
• Show proficiency in locating, analyzing, documenting, and ethically using information sources.
• Perform and interpret calculations.
• Develop logical problem solving skills and/or critical thinking skills.
• Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
• Collaborate effectively, which cultivates a respect for human diversity.
• Demonstrate technology literacy appropriate to area of study.
AUTOMOTIVE TECHNOLOGY
This program of study emphasizes the skills needed for employment in the automotive repair industry. This is an ASE certified NATEF program. Instructors are ASE Master Certified Technicians.

- **Technical Certificate Option** - The Technical Certificate, in Automotive Technology, is a four semester program that contains technical and advanced technical courses.

- **Associate of Applied Science Degree Option** - The Associate of Applied Science degree, in Automotive Technology, is a five semester program that contains technical, advanced technical and general education courses.

Admission Criteria: Placement test and preadmission advising.

### Technical Education Courses

<table>
<thead>
<tr>
<th>Fall Semester – Year 1</th>
<th>Credits</th>
<th>Spring Semester – Year 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td></td>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>AUT 100 Shop Safety/Management</td>
<td>1</td>
<td>AUT 132 Engine Performance 2 (Pre-req: AUT 131)</td>
<td>4</td>
</tr>
<tr>
<td>AUT 109 Steering and Suspension (Pre-req: AUT 100)</td>
<td>3</td>
<td>AUT 133 Engine Performance 3 (Pre-req: AUT 132)</td>
<td>3</td>
</tr>
<tr>
<td>AUT 110 Steering and Suspension 2 (Pre-req: AUT 109)</td>
<td>2</td>
<td>AUT 155 Automotive Diesel Technologies (Pre-req: AUT 100)</td>
<td>1</td>
</tr>
<tr>
<td>AUT 131 Engine Performance 1 (Pre-req: AUT 100, AUT 135)</td>
<td>3</td>
<td>AUT 160 Hybrid/Electric Vehicles (Pre-req: AUT 100)</td>
<td>1</td>
</tr>
<tr>
<td>AUT 135 Electrical 1 (Pre-req: AUT 100)</td>
<td>3</td>
<td>AUT 235 Electrical 3 (Pre-req: AUT 140)</td>
<td>3</td>
</tr>
<tr>
<td>AUT 140 Electrical 2 (Pre-req: AUT 135)</td>
<td>2</td>
<td>AUT 240 Electrical 4 (Pre-req: AUT 235)</td>
<td>2</td>
</tr>
</tbody>
</table>

| Total Credits | 14 |

<table>
<thead>
<tr>
<th>Fall Semester – Year 2</th>
<th>Credits</th>
<th>Spring Semester – Year 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td></td>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>AUT 115 Engine Repair 1 (Pre-req: AUT 100)</td>
<td>2</td>
<td>AUT 146 Brakes 1 (Pre-req: AUT 100)</td>
<td>3</td>
</tr>
<tr>
<td>AUT 120 Engine Repair 2 (Pre-req: AUT 115)</td>
<td>3</td>
<td>AUT 150 Brakes 2 (Pre-req: AUT 146)</td>
<td>2</td>
</tr>
<tr>
<td>AUT 221 Manual Drive Train 1 (Pre-req: AUT 100)</td>
<td>1</td>
<td>AUT 210 Automotive HVAC (Pre-req: AUT 100)</td>
<td>4</td>
</tr>
<tr>
<td>AUT 241 Automatic Transmissions &amp; Transaxles 1 (Pre-req: AUT 100)</td>
<td>3</td>
<td>AUT 222 Manual Drive Train 2 (Pre-req: AUT 221)</td>
<td>3</td>
</tr>
<tr>
<td>AUT 242 Automatic Transmissions &amp; Transaxles 2 (Pre-req: AUT 241)</td>
<td>3</td>
<td>AUT 260 ASE Preparation (Pre-req: AUT 100)</td>
<td>1</td>
</tr>
</tbody>
</table>

| Total Credits | 12 |
| Total Credits | 14 |

| Total Technical Certificate Credits | 53 |

All courses listed with a prerequisite required must be passed with a C or better before moving on to the next course.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Verbal Communications</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science/Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences/Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>

*For a list of general education courses that will meet the AAS requirements, see pages 38-39.

**TOTAL GENERAL EDUCATION CREDITS**

**TOTAL AAS PROGRAM CREDITS**
PROGRAM OUTCOMES

• Diagnose, service, and repair automotive electrical systems.
• Diagnose, service, and repair disc, drum, and anti-lock braking systems and brakes.
• Diagnose, service, and repair suspension and steering systems.
• Diagnose, service, and repair heating and air conditioning systems.
• Diagnose, service, and repair engines.
• Diagnose, service, and repair heating and automatic transmissions and transaxles.
• Diagnose, service, and repair manual drive trains and axles.

GENERAL EDUCATION PROGRAM OUTCOMES

• Compose coherent written communication.
• Deliver coherent oral communication.
• Show proficiency in locating, analyzing, documenting, and ethically using information sources.
• Perform and interpret calculations.
• Develop logical problem solving skills and/or critical thinking skills.
• Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
• Collaborate effectively, which cultivates a respect for human diversity.
• Demonstrate technology literacy appropriate to area of study.
BUSINESS ADMINISTRATIVE TECHNOLOGY
This program of study emphasizes the skills needed for employment in almost any office environment, such as manufacturing, financial, or medical.

- **Technical Certificate Option** - The Technical Certificate in Business Administrative Technology is a two-semester program that contains technical and advanced technical courses.

- **Associate of Applied Science Degree Option** - The Associate of Applied Science degree, in Business Administrative Technology, is a four-semester program that contains technical, advanced technical and general education courses.

Admission Criteria: Placement test and preadmission advising.

Technical Education Courses

**Option 1: Business Administrative Technology: Accounting Pathway**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>BAT 160</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications (Pre-req: Experience in Windows environment. Experience using Word and Excel are highly recommended).</td>
<td></td>
</tr>
<tr>
<td>BAT 186</td>
<td>3</td>
</tr>
<tr>
<td>Business Law</td>
<td></td>
</tr>
<tr>
<td>BAT 192</td>
<td>3</td>
</tr>
<tr>
<td>Financial Accounting 1</td>
<td></td>
</tr>
<tr>
<td>BUS 100</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>BUS 120</td>
<td>3</td>
</tr>
<tr>
<td>Personal Finance</td>
<td></td>
</tr>
<tr>
<td>CSA 105</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Computer Apps and Concepts</td>
<td></td>
</tr>
<tr>
<td>Semester Total</td>
<td>18</td>
</tr>
</tbody>
</table>

Total Technical Certificate Credits: 36

**Option 2: Business Administrative Technology: Management/Leadership Pathway**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>BAT 140</td>
<td>3</td>
</tr>
<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>BAT 160</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications (Pre-req: Experience in Windows environment. Experience using Word and Excel are highly recommended).</td>
<td></td>
</tr>
<tr>
<td>BAT 184</td>
<td>3</td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
</tr>
<tr>
<td>BAT 186</td>
<td>3</td>
</tr>
<tr>
<td>Business Law</td>
<td></td>
</tr>
<tr>
<td>BUS 100</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>CSA 105</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Computer Apps and Concepts</td>
<td></td>
</tr>
<tr>
<td>Semester Total</td>
<td>18</td>
</tr>
</tbody>
</table>

Total Technical Certificate Credits: 36

*All courses listed with a prerequisite required must be passed with a C or better before moving on to the next course.*
**General Education Courses**

- Written Communications ................................................................. 3
- Verbal Communications ........................................................................ 3
- Mathematics ......................................................................................... 3
- Computer Science/Science ................................................................. 3
- Social Sciences/Humanities ................................................................. 3

*For a list of general education courses that will meet the AAS requirements, see pages 38-39.*

**TOTAL GENERAL EDUCATION CREDITS** .................................................. 15

**TOTAL RELATED ELECTIVE CREDITS** ..................................................... 9

**TOTAL AAS PROGRAM CREDITS** ............................................................. 60

**PROGRAM OUTCOMES**

- Develop the technical, communication, critical thinking, and interpersonal/workplace skills necessary for employment.
- Develop knowledge and proficiency for computer software programs, Internet, e-mail, office procedures, accounting, keyboarding, and basic skills for employment.
- Develop human relations skills and professional behavior for the workplace including: appropriate business attire and business casual attire, attendance, punctuality, telephone etiquette, business protocol, and professionalism.
- Develop an understanding of the importance of work-related skills such as: working independently, teamwork, following directions, time management, problem solving, and critical thinking.
- Create and organize work to be included in a professional portfolio.

**GENERAL EDUCATION PROGRAM OUTCOMES**

- Compose coherent written communication.
- Deliver coherent oral communication.
- Show proficiency in locating, analyzing, documenting, and ethically using information sources.
- Perform and interpret calculations.
- Develop logical problem-solving skills and/or critical thinking skills.
- Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
- Collaborate effectively, which cultivates a respect for human diversity.

Demonstrate technology literacy appropriate to area of study.
COMMERCIAL TRUCK DRIVING

This program of study emphasizes the skills needed for employment in a commercial truck driving, including automatic and manual skills.

- **Technical Certificate Option** - The Technical Certificate in Commercial Truck Driving is an eight week program that contains technical and advanced technical courses.

**Admission Criteria:** Placement testing, TB questionnaire, Motor Vehicle Record, valid Driver’s License, DOT Medical card, and preadmission advising.

**Technical Education Courses**

<table>
<thead>
<tr>
<th>One Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTD 105</td>
<td></td>
</tr>
<tr>
<td>Entry-Level Commercial Motor Vehicle Driver Training</td>
<td>12</td>
</tr>
<tr>
<td>CTD 115</td>
<td></td>
</tr>
<tr>
<td>CDL Endorsements</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Technical Certificate Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CREDITS**

16

**PROGRAM OUTCOMES**

- Students will develop the knowledge required for the basic operation of a CMV.
- Students will cultivate safe operating practices through basic operation of a CMV.
- Develop necessary knowledge for advanced operating practices.
- Interpret vehicle systems and malfunctions.
- Students will summarize various non-vehicle activities necessary to successful CMV operation.

**GENERAL EDUCATION PROGRAM OUTCOMES**

- Compose coherent written communication.
- Deliver coherent oral communication.
- Show proficiency in locating, analyzing, documenting, and ethically using information sources.
- Perform and interpret calculations.
- Develop logical problem-solving skills and/or critical thinking skills.
- Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
- Collaborate effectively, which cultivates a respect for human diversity.
- Demonstrate technology literacy appropriate to area of study.
COMPUTER AIDED DRAFTING
This program of study emphasizes the skills needed in the mechanical, architectural, and civil drafting fields.

- **Technical Certificate Option** - The Technical Certificate in Computer Aided Drafting is a two-semester program that contains technical and advanced technical courses.

- **Associate of Applied Science Degree Option** - The Associate of Applied Science degree in Computer Aided Drafting is a four-semester program that contains technical, advanced technical and general education courses. The associate degree courses of study emphasize the skills needed in the mechanical, architectural, and civil drafting fields.

**Admission Criteria:** Placement test and preadmission advising.

**Technical Education Courses**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
<td><strong>Credits</strong></td>
<td><strong>Course Title</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>CAD 102 SolidWorks Part Modeling</td>
<td>3</td>
<td>CAD 152 Residential Architecture with Revit</td>
<td>4</td>
</tr>
<tr>
<td>CAD 107 SolidWorks Assembly Modeling (Pre-req: CAD 102)</td>
<td>3</td>
<td>CAD 157 Commercial Architecture with Revit (Pre-req: CAD 152)</td>
<td>3</td>
</tr>
<tr>
<td>CAD 112 Introduction to Mechanical Drafting (Pre-req: CAD 127 or instructor approval.)</td>
<td>3</td>
<td>CAD 167 Civil Drafting with AutoCAD Civil 3D (Pre-req: CAD 112 or CAD 127)</td>
<td>4</td>
</tr>
<tr>
<td>CAD 117 Intermediate Mechanical Drafting (Pre-req: CAD 112)</td>
<td>3</td>
<td>CAD 172 Advanced Mechanical Drafting and Sheet Metal Design (Pre-req: CAD 102 and CAD 117)</td>
<td>4</td>
</tr>
<tr>
<td>CAD 127 Basics of AutoCAD</td>
<td>3</td>
<td>CAD 182 Specific Industry Projects (Pre-req: CAD 117)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101 Technical Math</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>18</strong></td>
<td><strong>Total Credits</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

All courses listed with a prerequisite required must be passed with a C or better before moving on to the next course.

**General Education Courses**

- Written Communications ............................................................3
- Verbal Communications ............................................................3
- Mathematics ..................................................................................3
- Computer Science/Science ............................................................3
- Social Sciences/Humanities ..........................................................3

*For a list of general education courses that will meet the AAS requirements, see pages 38-39.

**Total General Education Credits** .................................................12

**Total Related Elective Credits** ....................................................12

**Total AAS Program Credits** .........................................................60

**Program Outcomes**

- Demonstrate proficiency in preparing technical drawings based on industry standards using the latest AutoCAD, AutoCAD Civil 3D, Revit, SolidWorks and SolidWorks Workgroup Product Data Management software.
- Produce accurate engineering drawings from various sources including textbooks, hand-drawn sketches and verbal instructions.
- Demonstrate an understanding of the mechanical, architectural and civil drafting disciplines.
- Exhibit appropriate work place attitude and attendance.
- Work independently by utilizing multiple information sources such as reference books, the Internet and a personal binder of frequently used information.
- Successfully complete third-party certification exam (Certified SolidWorks Associate).
• Accurately correct drawings and 3D models per workplace standards.
• Maintain a drafting portfolio for the purpose of showcasing their best work.
• Proficiently work as part of a team to meet deadlines in a professional environment.

GENERAL EDUCATION PROGRAM OUTCOMES
• Compose coherent written communication.
• Deliver coherent oral communication.
• Show proficiency in locating, analyzing, documenting, and ethically using information sources.
• Perform and interpret calculations.
• Develop logical problem-solving skills and/or critical thinking skills.
• Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
• Collaborate effectively, which cultivates a respect for human diversity.
• Demonstrate technology literacy appropriate to area of study.
CONSTRUCTION TECHNOLOGY
This program of study emphasizes the skills needed in the commercial and residential construction industry.

- **Technical Certificate Option** - The Technical Certificate in Construction Technology is a two-semester program that contains technical and advanced technical courses.
- **Associate of Applied Science Degree Option** - The Associate of Applied Science degree, in Construction Technology, is a four-semester program that contains technical, advanced technical and general education courses.

**Admission Criteria:** Placement test and preadmission advising.

**Technical Education Courses**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENV 102 Safety Orientation (OSHA 10)</td>
<td>1</td>
<td>CON 115 Intermediate Carpentry</td>
<td>3</td>
</tr>
<tr>
<td>CON 101 Introductory Craft Skills</td>
<td>3</td>
<td>CON 125 Floors, Walls, Ceiling and Framing</td>
<td>4</td>
</tr>
<tr>
<td>CON 105 Construction Math</td>
<td>1</td>
<td>CON 132 Roof &amp; Framing</td>
<td>3</td>
</tr>
<tr>
<td>CON 111 Carpentry Basics</td>
<td>4</td>
<td>CON 137 Windows, Doors and Stairs</td>
<td>3</td>
</tr>
<tr>
<td>CON 152 Construction Skills</td>
<td>5</td>
<td>CON 165 Insulation, Roofing, Exterior Finish</td>
<td>3</td>
</tr>
<tr>
<td>CON 157 Concrete Applications</td>
<td>4</td>
<td>CON 175 Steel Framing and Drywall</td>
<td>2</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>18</strong></td>
<td><strong>Semester Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**Total Technical Certificate Credits**

**General Education Courses**

- Written Communications: 3 credits
- Verbal Communications: 3 credits
- Mathematics: 3 credits
- Computer Science/Science: 3 credits
- Social Sciences/Humanities: 3 credits

*For a list of general education courses that will meet the AAS requirements, see pages 38-39.

**TOTAL GENERAL EDUCATION CREDITS**

**TOTAL RELATED ELECTIVE CREDITS**

**TOTAL AAS PROGRAM CREDITS**

**ASSOCIATE OF APPLIED SCIENCE PROGRAM OUTCOMES**

- Develop a basic understanding and demonstrate the ability to perform the entry level skills in structural framing.
- Develop a basic understanding and demonstrate the ability to perform the entry level skills in concrete forming and finishing.
- Develop a basic understanding and demonstrate the ability to perform the entry level skills in interior and exterior finishing.
- Develop human relation skills and a professional behavior for the workplace, including appropriate attire for business, attendance, and professionalism.
- Develop an understanding of the importance of work-related skills such as: working independently, teamwork, being shop foreman for a week, following instructions, time management, problem solving and critical thinking.
- Become proficient in construction math, blueprint reading, and tape measure calculations.

**GENERAL EDUCATION PROGRAM OUTCOMES**

- Compose coherent written communication.
- Deliver coherent oral communication.
- Show proficiency in locating, analyzing, documenting, and ethically using information sources.
- Perform and interpret calculations.
- Develop logical problem-solving skills and/or critical thinking skills.
- Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
- Collaborate effectively, which cultivates a respect for human diversity.
- Demonstrate technology literacy appropriate to area of study.
DENTAL ASSISTANT

This program of study emphasizes the skills needed in the dental care environment.

- **Technical Certificate Option** - The Technical Certificate in Dental Assistant Technology is a two-semester program that contains technical and advanced technical courses.

- **Associate of Applied Science Degree Option** - The Associate of Applied Science degree, with a major in Dental Assistant Technology, is a four-semester program that contains technical, advanced technical and general education courses.

**Admission Criteria:**
- Placement test and pre-admission advising.
- Must be 18 years of age by the start of second semester.
- Complete an eight-hour observation in a dental office, then complete the Dental Assisting Program Essay.
- Complete Hepatitis B immunization series (Provide first day of class)
- Complete MMR immunization series (Provide first day of class)
- Complete Dental Assistant Department orientation questionnaire
- Complete TB skin test between May 15 and July 30

### Technical Education Courses

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>DEN123</td>
<td>Anatomy and Physiology</td>
</tr>
<tr>
<td>DEN124</td>
<td>Dental Anatomy</td>
</tr>
<tr>
<td>DEN127</td>
<td>Dental Materials I</td>
</tr>
<tr>
<td>DEN134</td>
<td>Chairside Assisting I</td>
</tr>
<tr>
<td>DEN138</td>
<td>Dental Radiology I</td>
</tr>
<tr>
<td>DEN150</td>
<td>Infection Control for Dental Practice</td>
</tr>
<tr>
<td>DEN246</td>
<td>Dental Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Technical Certificate Credits</td>
<td>38</td>
</tr>
</tbody>
</table>

All courses listed with a prerequisite required must be passed with a C or better before moving on to the next course.

**General Education Courses**

- Written Communications ................................................................. 3
- Verbal Communications ................................................................. 3
- Mathematics ..................................................................................... 3
- Computer Science/Science ............................................................... 3
- Social Sciences/Humanities ............................................................. 3

*For a list of general education courses that will meet the AAS requirements, see pages 38-39.

**TOTAL GENERAL EDUCATION CREDITS** ............................................................... 15

**TOTAL RELATED ELECTIVE CREDITS** ................................................................. 9

**TOTAL AAS PROGRAM CREDITS** .................................................................... 62

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52
PROGRAM OUTCOMES
- Assist in clinical dental procedures.
- Manipulate dental materials to perform laboratory procedures associated with dental treatments.
- Apply principles of radiation hygiene and safety, utilizing correct techniques to obtain diagnostic radiographs.
- Demonstrate concepts of infection control.
- Gather and record diagnostic, patient, and treatment information.
- Provide patient education.
- Assist in medical and dental emergencies.
- Perform basic dental business office procedures.
- Maintains confidentiality and professional ethics.
- Participates and communicates effectively as a healthcare team member.
- Salina Tech Dental Assistant students are required to take the DANB test in order to fulfill program requirements.

GENERAL EDUCATION PROGRAM OUTCOMES
- Compose coherent written communication.
- Deliver coherent oral communication.
- Show proficiency in locating, analyzing, documenting, and ethically using information sources.
- Perform and interpret calculations.
- Develop logical problem-solving skills and/or critical thinking skills.
- Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
- Collaborate effectively, which cultivates a respect for human diversity.
- Demonstrate technology literacy appropriate to area of study.

OTHER REQUIREMENTS (AAS and Technical Certificate):

Clinical Participation
- Students must earn a minimum of a C in all of the first semester courses.
- Students must maintain a minimum of a C in all second semester courses.
- Students must have a minimum of 90% attendance in the program.
- Students must pass CPR prior to clinical participation.

Notes
- It is strongly recommended that students work a limited number of hours due to the heavy course load required by this program.
- Students are responsible for their own transportation to clinicals.
- Background and drug testing may be conducted.
- TB skin test is required for clinicals.
DIESEL TECHNOLOGY
This program of study emphasizes the skills needed for employment in the heavy duty diesel industry.

- **Associate of Applied Science Degree** - The Associate of Applied Science degree, in Diesel Technology, is a four-semester program that contains technical, advanced technical and general education courses. This is an ASE certified NATEF program. Instructors are Master ASE Certified. This program is a mandatory Associate Degree program. Students who complete the AAS requirements will also receive a Technical Certificate in Diesel Technology. However, since this is a mandatory AAS program, students will not be granted a Technical Certificate unless and until they have also completed all AAS degree requirements.

**Admission Criteria:** Placement test, preadmission advising, and high school students must start the Diesel Technology program as juniors.

### Technical and General Education Courses

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENV 102 Safety Orientation (OSHA 10)</td>
<td>1</td>
<td>DST 106 Drive Trains</td>
<td>3</td>
</tr>
<tr>
<td>DST 101 Diesel Engines 1</td>
<td>5</td>
<td>DST 107 Standard Transmissions</td>
<td>3</td>
</tr>
<tr>
<td>DST 102 Electrical/Electronic Systems</td>
<td>5</td>
<td>DST 108 Wheel ends</td>
<td>3</td>
</tr>
<tr>
<td>DST 103 Emissions</td>
<td>2</td>
<td>DST 109 Brakes</td>
<td>3</td>
</tr>
<tr>
<td>General Education Writing</td>
<td>3</td>
<td>General Education humanities/Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>General Education Verbal</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>19</strong></td>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DST 201 Powershifts</td>
<td>4</td>
<td>DST 207 Advanced Diesel Engines (Pre-req: DST 101)</td>
<td>5</td>
</tr>
<tr>
<td>DST 202 Torque Convertors</td>
<td>1</td>
<td>DST 208 Fuel lab</td>
<td>1</td>
</tr>
<tr>
<td>DST 203 Hydrostatic Drive</td>
<td>2</td>
<td>DST 209 Advanced Electrical/Electronic Systems (Pre-req: DST 102)</td>
<td>5</td>
</tr>
<tr>
<td>DST 204 Hydraulics</td>
<td>5</td>
<td>DST 211 HVAC</td>
<td>2</td>
</tr>
<tr>
<td>DST 206 Suspension and Steering</td>
<td>3</td>
<td>General Education Computer Sciences/Science</td>
<td>3</td>
</tr>
<tr>
<td>General Education Mathematics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>18</strong></td>
<td><strong>Total Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Total Education Credits** **68**

### Optional

<table>
<thead>
<tr>
<th>Spring Semester, 2nd Year</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTD 105 Entry-Level Commercial Motor Vehicle Driver Training</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>CTD 115 CDL Endorsements</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Technical Certificate Credits** **16**

All courses listed with a prerequisite required must be passed with a C or better before moving on to the next course.

*For a list of general education courses that will meet the AAS requirements, see pages 38-39.*
PROGRAM OUTCOMES

- Develop a basic understanding and demonstrate the ability to perform the entry level skills in Basic Engines.
- Develop a basic understanding and demonstrate the ability to perform the entry level skills in Basic Power Trains and Cab Air Conditioning.
- Develop a basic understanding and demonstrate the ability to perform the entry level skills in Brakes-Hydraulic and Air.
- Develop a basic understanding and demonstrate the ability to perform the entry level skills in Electrical Systems.
- Develop a basic understanding and demonstrate the ability to perform the entry level skills in Torque Converters and Power Shift Transmissions.
- Develop a basic understanding and demonstrate the ability to perform the entry level skills in Hydraulics, Hydrostatic Drive, Steering and Suspension Systems.
- Develop a basic understanding and demonstrate the ability to perform the entry level skills in Diesel Fuel Injection Systems.
- Develop a basic understanding and demonstrate the ability to perform the entry level skills in Major Diesel Engine Overhaul, Dyno Testing and Tune-Up.
- Develop communication, critical thinking and technical skills needed to attain employment.
- Develop human relation skills and professional behavior for the workplace, including appropriate business attire, attendance, punctuality, telephone and business protocol and professionalism.
- Develop an understanding of the importance of work related skills, such as: working independently, teamwork, following directions, time management, problem solving and critical thinking.

GENERAL EDUCATION PROGRAM OUTCOMES

- Compose coherent written communication.
- Deliver coherent oral communication.
- Show proficiency in locating, analyzing, documenting, and ethically using information sources.
- Perform and interpret calculations.
- Develop logical problem solving skills and/or critical thinking skills.
- Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
- Collaborate effectively, which cultivates a respect for human diversity.
- Demonstrate technology literacy appropriate to area of study.
EARLY CHILDHOOD EDUCATION
This program of study emphasizes the skills needed for employment in the fields of child care and/or preschool.

- **Technical Certificate Options** - The Technical Certificate in Early Childhood Education options are:
  - Infant and Toddler Education is a one-semester program that contains technical courses in the focus of infant and toddler development.
  - Pre-school Education is a one-semester program that contains technical courses in the focus of pre-school education.
  - Early Childhood Education is a two-semester program that contains technical and advanced technical courses combining the courses from both the Infant and Toddler Education certificate and Pre-school Education certificate.

- **Associate of Applied Science Degree** - The Associate of Applied Science degree in Early Childhood Education is a four-semester program that contains technical, advanced technical, and general education courses.

**Admission Criteria:** Placement test, preadmission advising, and high school students can start the program as a junior or senior.

Certificate A: Infant and Toddler Education

**Technical Education Courses**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 100 Principles of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 104 Infant-Toddler Development and Care</td>
<td>3</td>
</tr>
<tr>
<td>ECE 108 Interaction Techniques with Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 109 Interaction Techniques with Young Children Practicum</td>
<td>2</td>
</tr>
<tr>
<td>ECE 115 Child Nutrition, Health, and Safety</td>
<td>3</td>
</tr>
<tr>
<td>ECE 120 Pre-School Language and Literacy</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Technical Certificate Credits** 17

Certificate A: Pre-school Education

**Technical Education Courses**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 100 Principles of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 128 Interaction Techniques with Pre-School Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 129 Interaction Techniques with Pre-School Children Practicum</td>
<td>2</td>
</tr>
<tr>
<td>ECE 135 Building Relations with Families and Communities</td>
<td>3</td>
</tr>
<tr>
<td>ECE 140 Teaching Children with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ALH 139 First Aid and CPR</td>
<td>2</td>
</tr>
<tr>
<td>SOC 103 Marriage and Families</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Technical Certificate Credits** 19

Certificate B: Early Childhood Education

**Technical Education Courses**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 100 Principles of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 104 Infant-Toddler Development and Care</td>
<td>3</td>
</tr>
<tr>
<td>ECE 108 Interaction Techniques with Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 109 Interaction Techniques with Young Children Practicum</td>
<td>2</td>
</tr>
<tr>
<td>ECE 115 Child Nutrition, Health, and Safety</td>
<td>3</td>
</tr>
<tr>
<td>ECE 120 Pre-School Language and Literacy</td>
<td>3</td>
</tr>
<tr>
<td>ALH 139 First Aid and CPR</td>
<td>2</td>
</tr>
<tr>
<td>SOC 103 Marriage and Families</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits** 17

**Total Technical Certificate Credits** 33
## Associate of Applied Science Degree: Early Childhood Education

<table>
<thead>
<tr>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate B, Early Childhood Education</td>
</tr>
</tbody>
</table>

### Required Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 150 Introduction to Education (*Course pending approval Spring 2022)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105 Human Development</td>
<td>3</td>
</tr>
<tr>
<td>Childhood Growth and Development (*Course pending approval Spring 2022)</td>
<td>3</td>
</tr>
</tbody>
</table>

### General Education Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSA 105 Introduction to Computer Applications and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Science Credit (Recommended General Biology)</td>
<td>5</td>
</tr>
<tr>
<td>COM ___ Interpersonal Communications or Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT ___ Math Credit (Recommended College Algebra)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Technical Certificate Credits** 33

**Required Courses** 9

**General Education** 20

**Total AAS Credits** 62

### PROGRAM OUTCOMES

- Develop an understanding of the childcare profession through its history, types of programs, and teaching practices.
- Use appropriate strategies for observation to assess for planning and implementing instruction.
- Demonstrate the ability to perform engaging developmentally appropriate practices for young children.
- Develop knowledge of young children’s development, health, language, and cognitive skills.
- Develop human relation skills with children, families, communities, and colleagues.
- Develop knowledge of young children with special needs and managing inclusive early childhood education settings.

### GENERAL EDUCATION PROGRAM OUTCOMES

- Compose coherent written communication.
- Deliver coherent oral communication.
- Show proficiency in locating, analyzing, documenting, and ethically using information sources.
- Perform and interpret calculations.
- Develop logical problem-solving skills and/or critical thinking skills.
- Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
- Collaborate effectively, which cultivates a respect for human diversity.
- Demonstrate technology literacy appropriate to the area of study.
ELECTRICAL TECHNOLOGY

This program of study emphasizes the skills needed for employment in the electrical field. By the end of this program, students will have the opportunity to take the Journeyman Electrician Exam.

- **Technical Certificate Option** - The Technical Certificate in Electrical Technology is a two-semester program that contains technical, advanced technical and general education courses.
- **Associate of Applied Science Degree Option** - The Associate of Applied Science degree, with a major in Electrical Technology, is a four-semester program that contains technical, advanced technical and general education courses.

**Admission Criteria:** Placement test and preadmission advising.

**Technical and General Education Courses**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Fall Semester</th>
<th>Course Title</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credits</strong></td>
<td></td>
<td><strong>Credits</strong></td>
<td></td>
</tr>
<tr>
<td>ENV 102 Safety Orientation (OSHA 10)</td>
<td>1</td>
<td>ELT 140 National Electrical Code I (Pre-req: ELT 101, 108, and 111)</td>
<td>4</td>
</tr>
<tr>
<td>ELT 101 Introductory Craft Skills</td>
<td>3</td>
<td>ELT 141 National Electrical Code II (Pre-req: ELT 104)</td>
<td>4</td>
</tr>
<tr>
<td>ELT 107 AC/DC Circuits</td>
<td>4</td>
<td>ELT 160 Commercial Wiring (Pre-req: ELT 108 &amp; 140)</td>
<td>4</td>
</tr>
<tr>
<td>ELT 108 Blueprint Reading (Core-req: ELT 101)</td>
<td>2</td>
<td>ELT 260 Journeyman Exam Prep (Pre-req: ELT 111, 140, 141, 160 &amp; 210)</td>
<td>4</td>
</tr>
<tr>
<td>ELT 111 Residential Wiring (Pre-req: ELT 108)</td>
<td>4</td>
<td>ENG 100 Tech Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101 Technical Math</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>17</strong></td>
<td><strong>Semester Total</strong></td>
<td><strong>19</strong></td>
</tr>
<tr>
<td><strong>Total Technical Certificate Hours</strong></td>
<td><strong>36</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All courses listed with a prerequisite required must be passed with a C or better before moving on to the next course.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Communications</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science/Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences/Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>

*For a list of general education courses that will meet the AAS requirements, see pages 38-39.

**TOTAL GENERAL EDUCATION CREDITS**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
</tr>
</tbody>
</table>

**TOTAL RELATED ELECTIVE CREDITS**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
</tr>
</tbody>
</table>

**TOTAL AAS PROGRAM CREDITS**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
</tr>
</tbody>
</table>

**PROGRAM OUTCOMES**

- Exhibit professionalism.
- Demonstrate employability skills.
- Demonstrate competency in residential, commercial, and industrial installation and maintenance.
- Communicate effectively.
- Calculate accurately.
- Use appropriate electrical terminology.
- Interpret blueprints, diagrams, and schematics.
- Locate and comprehend the appropriate electrical code(s) for the objective to be accomplished safely.
GENERAL EDUCATION PROGRAM OUTCOMES

- Compose coherent written communication.
- Deliver coherent oral communication.
- Show proficiency in locating, analyzing, documenting, and ethically using information sources.
- Perform and interpret calculations.
- Develop logical problem-solving skills and/or critical thinking skills.
- Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
- Collaborate effectively, which cultivates a respect for human diversity.
- Demonstrate technology literacy appropriate to area of study.
Fire Science Technology

This program of study is designed to prepare students for a variety of fire industry careers. Fire personnel are often “first responders” and our students are also trained as Emergency Medical Technicians (EMT’s).

- **Technical Certificate Option** - The Technical Certificate in Fire Science Technology is a two-semester program that contains technical and advanced technical courses.

**Admission Criteria:** Placement test and preadmission advising.

### First Year Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSS 101 Introduction to Emergency Communication</td>
<td>3</td>
<td>FIR 125 Building Construction</td>
<td>3</td>
</tr>
</tbody>
</table>

**Credits Total**: 3

### Fall or Spring Semester

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH 120 Emergency Medical Technician (not required, but strongly encouraged)</td>
<td>12</td>
</tr>
<tr>
<td>(Pre-req: Age 17, current immunizations)</td>
<td></td>
</tr>
</tbody>
</table>

### Second Year Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIR 121 Fire Science Hydraulics and Water Supply</td>
<td>3</td>
<td>FIR 115 Firefighter I</td>
<td>3</td>
</tr>
<tr>
<td>FIR 110 Hazardous Material</td>
<td>3</td>
<td>FIR 116 Firefighter II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Credits Total**: 6

**Total Technical Certificate Credits**: 30

All courses listed with a prerequisite required must be passed with a C or better before moving on to the next course.

**PROGRAM OUTCOMES**

- Develop the basic firefighting fundamentals for entry into the fire service.
- Gain knowledge on emergency management, scene control, and extinguishing fires.
- Understand the responsibilities of fire prevention, inspections, and public relations.
- Gain knowledge and understanding of the information and training required to work as entry-level firefighter in the fire service.
- Demonstrate the knowledge, skills, and abilities to perform as an entry-level National Registry Emergency Medical Technician.

**GENERAL EDUCATION PROGRAM OUTCOMES**

- Compose coherent written communication.
- Deliver coherent oral communication.
- Show proficiency in locating, analyzing, documenting, and ethically using information sources.
- Perform and interpret calculations.
- Develop logical problem-solving skills and/or critical thinking skills.
- Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
- Collaborate effectively, which cultivates a respect for human diversity.
- Demonstrate technology literacy appropriate to area of study.
HEATING, VENTILATION, AIR CONDITIONING

This program of study emphasizes the skills needed for employment in the heating, ventilation, air conditioning and refrigeration industry.

- **Technical Certificate Option** – The Technical Certificate in Heating, Ventilation, and Air Conditioning, is a two-semester program that contains technical and advanced technical courses.

- **Associate of Applied Science Degree Option** - The Associate of Applied Science degree, with a major in Heating, Ventilation, and Air Conditioning, is a four-semester program that contains technical, advanced technical and general education courses.

**Admission Criteria:** Placement test and preadmission advising.

### Technical Education Courses

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>ENV 102 Safety Orientation (OSHA 10)</td>
<td>1</td>
</tr>
<tr>
<td>HVA 104 Electrical Fundamentals (Pre-req: ENV 102)</td>
<td>4</td>
</tr>
<tr>
<td>HVA 109 Controls &amp; Motors (Pre-req: ENV 102 &amp; HVA 104)</td>
<td>2</td>
</tr>
<tr>
<td>HVA 114 Heating System Fundamentals (Pre-req: ENV 102, HVA 104 &amp; 109)</td>
<td>3</td>
</tr>
<tr>
<td>HVA 119 HVAC Fundamentals (Pre-req: ENV 102)</td>
<td>4</td>
</tr>
<tr>
<td>HVA 124 Compressor &amp; Refrigeration Controls (Pre-req: ENV 102 &amp; HVA 119)</td>
<td>2</td>
</tr>
<tr>
<td>HVA 129 Sheet Metal Layout &amp; Fabrication (Pre-req: ENV 102)</td>
<td>1</td>
</tr>
<tr>
<td>HVA 134 Refrigeration Fundamentals (Pre-req: ENV 102, HVA 119, 124 and 129)</td>
<td>1</td>
</tr>
<tr>
<td>MAT 101 Technical Math</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>21</td>
</tr>
<tr>
<td><strong>Total Technical Certificate Credits</strong></td>
<td>39</td>
</tr>
</tbody>
</table>

*All courses listed with a prerequisite required must be passed with a C or better before moving on to the next course.*

**General Education Courses**

- Written Communications ................................................................. 3
- Verbal Communications .................................................................... 3
- Mathematics ....................................................................................... 3
- Computer Science/Science ................................................................. 3
- Social Sciences/Humanities ................................................................. 3

*For a list of general education courses that will meet the AAS requirements, see pages 38-39.

**TOTAL GENERAL EDUCATION CREDITS** ......................................................... 12

**TOTAL RELATED ELECTIVE CREDITS** .......................................................... 9

**TOTAL AAS PROGRAM CREDITS** ................................................................ 60
PROGRAM OUTCOMES

- Obtain EPA Universal certification.
- Demonstrate a working knowledge of residential heating systems to include installation, troubleshooting and repair skills.
- Demonstrate a working knowledge of commercial heating systems to include installation, troubleshooting and repair skills.
- Demonstrate working knowledge of residential cooling systems to include installation, troubleshooting, and repair skills.
- Demonstrate a working knowledge of commercial cooling systems to include installation, troubleshooting, and repair skills.
- Demonstrate a working knowledge of sheet metal lay out and fabrication.
- Demonstrate a working knowledge of commercial refrigeration systems to include installation, troubleshooting and repair skills.
- Demonstrate a working knowledge of Work Place Skills/Ethics.

GENERAL EDUCATION PROGRAM OUTCOMES

- Compose coherent written communication.
- Deliver coherent oral communication.
- Show proficiency in locating, analyzing, documenting, and ethically using information sources.
- Perform and interpret calculations.
- Develop logical problem-solving skills and/or critical thinking skills.
- Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
- Collaborate effectively, which cultivates a respect for human diversity.
- Demonstrate technology literacy appropriate to area of study.
MACHINE TOOL TECHNOLOGY

This program of study emphasizes the skills needed for employment in the manufacturing and machining industries.

- **Technical Certificate Option** - The Technical Certificate in Machine Tool Technology is a two-semester program that contains technical and advanced technical courses.

- **Associate of Applied Science Degree Option** - The Associate of Applied Science degree, with a major in Machine Tool Technology, is a four-semester program that contains technical, advanced technical and general education courses.

**Admission Criteria:** Math placement test for Technical Math and preadmission advising.

### Technical Education Courses

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>ENV 102 Safety Orientation (OSHA 10)</td>
<td>1</td>
</tr>
<tr>
<td>MAT 101 Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>MTT 111 Bench Work (Pre-req: ENV 102)</td>
<td>1</td>
</tr>
<tr>
<td>MTT 116 Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>MTT 122 Quality Control &amp; Inspections</td>
<td>1</td>
</tr>
<tr>
<td>MTT 140 Machining I (Pre-req: ENV 102, MTT 116 &amp; 122)</td>
<td>3</td>
</tr>
<tr>
<td>MTT 210 Metallurgy</td>
<td>1</td>
</tr>
<tr>
<td>MTT 230 CNC Operations</td>
<td>3</td>
</tr>
<tr>
<td>HUM 101 Ethics in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>19</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**All courses listed with a prerequisite required must be passed with a C or better before moving on to the next course.**

**General Education Courses**

- Written Communications ............................................................... 3
- Verbal Communications .................................................................. 3
- Computer Science/Science .............................................................. 3

*For a list of general education courses that will meet the AAS requirements, see pages 38-39.

**TOTAL GENERAL EDUCATION CREDITS** ................................................................. 9

**TOTAL RELATED ELECTIVE CREDITS** ................................................................. 15

**TOTAL AAS PROGRAM CREDITS** ........................................................................... 61

**PROGRAM OUTCOMES**

- Operate machine tool equipment commonly found in industry including manual and computer-controlled lathes, milling machines, drill presses, and cutting machines.
- Manufacture parts from various materials in accordance with specifications from blueprints, electronic drawings, and shop sketches.
- Solve quality problems using process planning, technical knowledge, teamwork, mathematics, and critical thinking.
- Apply safety principles in a work environment to minimize hazards and prevent losses to productivity.
- Demonstrate employability skills needed to obtain and retain employment in machine tool and related fields.
GENERAL EDUCATION PROGRAM OUTCOMES

- Compose coherent written communication.
- Deliver coherent oral communication.
- Show proficiency in locating, analyzing, documenting, and ethically using information sources.
- Perform and interpret calculations.
- Develop logical problem-solving skills and/or critical thinking skills.
- Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
- Collaborate effectively, which cultivates a respect for human diversity.
- Demonstrate technology literacy appropriate to area of study.
NURSING

This program of study emphasizes the skills needed for employment in a nursing career. Upon completion of this program, the graduate will have earned an Associate of Applied Science degree in Nursing.

• **Associate of Applied Science Degree** - The Associate of Applied Science degree in Nursing program has been approved by the Kansas State Board of Nursing.

**Admission Criteria:**

• Placement Testing
• Proof of completion of prerequisite courses with a least a "C" in each course. Overall GPA of 2.5 is required in the prerequisite courses.
• Proof of active Kansas Practical Nursing license
• Submission of results of current version of ATI PN Comprehensive Predictor
• Submission of immunization requirements

**Prerequisite Courses**

Also SATC PN prerequisites:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 150</td>
<td>5</td>
</tr>
<tr>
<td>PSY 105</td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional ADN prerequisites**:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 150</td>
<td>3</td>
</tr>
<tr>
<td>BIO 200</td>
<td>5</td>
</tr>
<tr>
<td>PSY 101</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>COM 102</td>
<td>3</td>
</tr>
<tr>
<td>Total:</td>
<td>25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 200 LPN to RN Transition (Pre-req: Admission to the program)</td>
<td>1</td>
</tr>
<tr>
<td>NUR 205 Health Assessment and Advanced Nursing Skills (Pre-req: Admission to the program)</td>
<td>3</td>
</tr>
<tr>
<td>NUR 210 Complex Care Needs of the Mental Health and Maternal Child populations (Pre-req: NUR 200 &amp; NUR 205)</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 220 Complex Care Needs of the Adult (Pre-req: NUR 210)</td>
<td>10</td>
</tr>
<tr>
<td>NUR 230 Nursing Leadership and Management (Pre-req: NUR 210)</td>
<td>2</td>
</tr>
</tbody>
</table>

**Second Year Fall Semester**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 200 LPN to RN Transition (Pre-req: Admission to the program)</td>
<td>1</td>
</tr>
<tr>
<td>NUR 205 Health Assessment and Advanced Nursing Skills (Pre-req: Admission to the program)</td>
<td>3</td>
</tr>
<tr>
<td>NUR 210 Complex Care Needs of the Mental Health and Maternal Child populations (Pre-req: NUR 200 &amp; NUR 205)</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Total</td>
<td>12</td>
</tr>
</tbody>
</table>

**Second Year Spring Semester**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 220 Complex Care Needs of the Adult (Pre-req: NUR 210)</td>
<td>10</td>
</tr>
<tr>
<td>NUR 230 Nursing Leadership and Management (Pre-req: NUR 210)</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Total</td>
<td>12</td>
</tr>
</tbody>
</table>

**All courses listed with a prerequisite required must be passed with a C or better (unless instructed otherwise) before moving on to the next course.**

Total prerequisite credit hours ................................................................. 25
Total Nursing credit hours ................................................................. 24
Credits transferred from PN ................................................................. 17

**TOTAL DEGREE PROGRAM CREDITS** ................................................................. 66

Upon successful completion of the Second-Year courses, a maximum of 17 credit hours will be transferred from the student’s Practical Nursing certificate. The graduate’s A.A.S. degree will be 66 credit hours.
POLICE SCIENCE

This program of study emphasizes the skills needed for employment in a law enforcement career, including the corrections and probation sectors.

- **Technical Certificate Option** - The Technical Certificate in Police Science is a three semester program that contains technical and advanced technical courses.

- **Associate of Applied Science Degree Option** - The Associate of Applied Science degree, with a major in Police Science, is a four semester program that contains technical, advanced technical and general education courses.

**Admission Criteria:** Reading placement test and preadmission advising.

### Technical Education Courses

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>PLS 100 Introduction to Criminal Justice*</td>
<td>3</td>
</tr>
<tr>
<td>PLS 105 Criminal Procedures (Pre-req: PLS 100)</td>
<td>3</td>
</tr>
<tr>
<td>PLS 110 Professional Responsibility in Criminal Justice (Pre-req: PLS 100)</td>
<td>3</td>
</tr>
<tr>
<td>PLS Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>PLS 107 Juvenile Delinquency and Justice</td>
<td>3</td>
</tr>
<tr>
<td>PLS 109 Criminal Law (Pre-req: PLS 100)</td>
<td>3</td>
</tr>
<tr>
<td>PLS Elective</td>
<td>3</td>
</tr>
<tr>
<td>PLS Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Technical Certificate Credits</strong></td>
<td></td>
</tr>
</tbody>
</table>

*PLS 100 Introduction to Criminal Justice will be offered every semester. It is a pre-requisite for all PLS courses.*

**PLS Electives (18 credits required for Technical Certificate and 6 credits for AAS)**

<table>
<thead>
<tr>
<th><strong>Course Title</strong></th>
<th><strong>Credits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PSS 101 Introduction to Emergency Communications</td>
<td>3</td>
</tr>
<tr>
<td>PLS 125 Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>PLS 140 Crime Scene Investigation</td>
<td>3</td>
</tr>
<tr>
<td>PLS 150 Psychology of crime</td>
<td>3</td>
</tr>
<tr>
<td>PLS 160 Prevention and Deterrence of Crime</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Technical Certificate Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>
All courses listed with a prerequisite required must be passed with a C or better before moving on to the next course.

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>3</td>
</tr>
<tr>
<td>Verbal Communications</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science/Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences/Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>

*For a list of general education courses that will meet the AAS requirements, see pages 38-39.

TOTAL GENERAL EDUCATION CREDITS: 15

The following can be counted as electives. They will be considered credits for prior learning

PLS 210 KLET C: 12
PLS 200 KHP Training or 6 related electives: 8

REQUIRED TECHNICAL CREDITS: 30

TOTAL RELATED ELECTIVE CREDITS: 15

TOTAL GENERAL EDUCATION CREDITS: 15

TOTAL AAS PROGRAM CREDITS: 60

PROGRAM OUTCOMES

- The following program outcomes (bold face) will be developed and documented in this course:
  - Compose coherent written communication
  - Deliver coherent oral communication
  - Show proficiency in locating, analyzing, documenting, and ethically using information sources
  - Perform and interpret calculations
  - Develop logical problem solving skills and/or critical thinking skills
  - Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data
  - Collaborate effectively, cultivating a respect for human diversity
  - Demonstrate technology literacy appropriate to area of study
  - Identify mental health and critical incident stressors and their effects on community member, offenders, and those in the law enforcement community.

GENERAL EDUCATION PROGRAM OUTCOMES

- Compose coherent written communication.
- Deliver coherent oral communication.
- Show proficiency in locating, analyzing, documenting, and ethically using information sources.
- Perform and interpret calculations.
- Develop logical problem solving skills and/or critical thinking skills.
- Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
- Collaborate effectively, which cultivates a respect for human diversity.
- Demonstrate technology literacy appropriate to area of study.
PRACTICAL NURSING (PN)

This program of study emphasizes the skills needed for employment in a nursing career. Upon completion of this program, the graduate will have earned a Technical Certificate in Practical Nursing.

- **Technical Certificate Option** - The Technical Certificate in Practical Nursing is a two semester program that contains technical and advanced technical courses.

**Admission Criteria:**
- Placement Testing
- Proof of completion of prerequisite courses with a least a “C” in each course.
- Proof of active Kansas Certified Nurse Aide license certificate
- Submission of results of ATI TEAS
- Submission of immunization requirements

**Technical Certificate Program**

<table>
<thead>
<tr>
<th>Prerequisite/Co-requisite Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA 103 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MAT 105 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BIO 150 Anatomy and Physiology w/lab</td>
<td>5</td>
</tr>
<tr>
<td>PSY 105 Human Development</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
</tr>
<tr>
<td>NUR 100 KSPN Foundations of Nursing (Pre-req: Admission to the PN program and concurrent enrollment in NUR 101)</td>
<td>4</td>
</tr>
<tr>
<td>NUR 101 KSPN Foundations of Nursing Clinical (Pre-req: Admission to the PN program and concurrent enrollment in NUR 100)</td>
<td>2</td>
</tr>
<tr>
<td>NUR 104 KSPN Fundamentals of Pharmacology and Safe Medication Administration (Pre-req: Admission in the PN program)</td>
<td>2</td>
</tr>
<tr>
<td>NUR 112 KSPN Nursing Care of Adults I (Pre-req: NUR 100, NUR 101 and concurrent enrollment in NUR 113)</td>
<td>5</td>
</tr>
<tr>
<td>NUR 113 KSPN Nursing Care of Adults I Clinical (Pre-req: NUR 100, NUR 101 and concurrent enrollment in NUR 112)</td>
<td>3</td>
</tr>
<tr>
<td>NUR 135 KSPN Mental Health Nursing (Pre-req: NUR 104, NUR 112, and NUR 113)</td>
<td>2</td>
</tr>
<tr>
<td>NUR 140 KSPN Leadership, Roles, and Issues (Pre-req: NUR 104, NUR 112, NUR 113)</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>NUR 120 KSPN Care of Aging Adults (Pre-req: NUR 105, NUR 112 &amp; NUR 113)</td>
<td>2</td>
</tr>
<tr>
<td>NUR 125 KSPN Maternal Child Nursing I (Pre-req: NUR 132, NUR 133, and concurrent enrollment in NUR 126)</td>
<td>2</td>
</tr>
<tr>
<td>NUR 126 KSPN Maternal Child Nursing I Clinical (Pre-req: NUR 132, NUR 133, and concurrent enrollment in NUR 125)</td>
<td>1</td>
</tr>
<tr>
<td>NUR 132 KSPN Nursing Care of Adults II (Pre-req: NUR 104, NUR 112, NUR 113, and concurrent enrollment in NUR 133)</td>
<td>5</td>
</tr>
<tr>
<td>NUR 133 KSPN Nursing Care of Adults II Clinical (Pre-req: NUR 104, NUR 112, NUR 113, and concurrent enrollment in NUR 132)</td>
<td>3</td>
</tr>
</tbody>
</table>

| Semester Total | 16 |
| Semester Total | 16 |
| Total Technical Education | 32 |

All courses listed with a prerequisite required must be passed with a C or better (unless instructed otherwise) before moving on to the next course.

**TOTAL PREREQUISITE/CO-REQUISITE CREDITS** ................................................................. 14

**TOTAL CERTIFICATE PROGRAM CREDITS** ........................................................................ 46

PROGRAM OUTCOMES
1. Provide nursing care within the scope of the ethical and legal responsibilities of practical nursing.
2. Utilize the nursing process to identify basic needs of the client throughout the lifespan for health promotion and maintenance, or when biological, spiritual, cultural, and psychosocial needs are not being met.
3. Provide safe and skillful therapeutic care in simple nursing situations based on knowledge of biological, cultural, spiritual, and psychosocial needs of the client throughout the lifespan.
4. Demonstrate effective interpersonal relationships with the client, the client’s family, and members of the interdisciplinary health care team.
5. Demonstrate responsibilities of the practical nurse as an individual who collaborates within the healthcare system and the community.

*Also KSPN Core Curriculum Program Outcomes*
WELDING TECHNOLOGY

This program of study emphasizes the skills needed for employment in the welding industry, including the manufacturing, fabrication, maintenance, and construction sectors.

- **Technical Certificate Option** - The Technical Certificate in Welding Technology is a two semester program that contains technical and advanced technical courses.

- **Associate of Applied Science Degree Option** - The Associate of Applied Science degree, with a major in Welding Technology, is a four semester program that contains technical, advanced technical and general education courses.

**Admission Criteria:** Math placement test for Technical Math and preadmission advising.

### Technical Education Courses

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
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</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>ENV 102</td>
<td>1</td>
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<tr>
<td>Safety Orientation (OSHA-10)</td>
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<tr>
<td>MAT 101</td>
<td>3</td>
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<tr>
<td>WEL 105</td>
<td>3</td>
</tr>
<tr>
<td>Welding Theory</td>
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<tr>
<td>WEL 106</td>
<td>3</td>
</tr>
<tr>
<td>Cutting Process (Pre-req: ENV 102, WEL 111. Core-req: WEL 112)</td>
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<tr>
<td>WEL 111</td>
<td>3</td>
</tr>
<tr>
<td>Shielded Metal Arc Welding I</td>
<td></td>
</tr>
<tr>
<td>WEL 112</td>
<td>3</td>
</tr>
<tr>
<td>WEL 150</td>
<td>3</td>
</tr>
<tr>
<td>Welding Blueprint Reading (Pre-req/Core-req: ENV 102, MAT 101, WEL 105, 111)</td>
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</table>

**Total Credits** 19 **Total Credits** 18

**Total Technical Certificate Credits** 37

All courses listed with a prerequisite required must be passed with a C or better before moving on to the next course.

**General Education Courses**
- Written Communications: 3
- Verbal Communications: 3
- Mathematics: 3
- Computer Science/Science: 3
- Social Sciences/Humanities: 3

*For a list of general education courses that will meet the AAS requirements, see pages 38-39.

**TOTAL GENERAL EDUCATION CREDITS** 15

**TOTAL RELATED ELECTIVE CREDITS** 9

**TOTAL AAS PROGRAM CREDITS** 61
PROGRAM OUTCOMES

- Demonstrate an understanding of the methods and problems of production and exchange.
- Identify quality welding design and workmanship.
- Demonstrate competency in the ability to select, care for, and use industrial products wisely.
- Demonstrate competency in basic welding fundamentals.
- Identify materials and processes commonly used in welding.
- Develop work habits and interpersonal skills necessary to be a productive employee.
- Demonstrate ability to use welding tools and machines.

GENERAL EDUCATION PROGRAM OUTCOMES

- Compose coherent written communication.
- Deliver coherent oral communication.
- Show proficiency in locating, analyzing, documenting, and ethically using information sources.
- Perform and interpret calculations.
- Develop logical problem solving skills and/or critical thinking skills.
- Identify appropriate strategies for gathering, analyzing, and displaying data to draw conclusions from scientific data.
- Collaborate effectively, which cultivates a respect for human diversity.
- Demonstrate technology literacy appropriate to area of study.
TECHNICAL STUDIES

This degree enables a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any single technical program. It is an opportunity to customize training. An example would be taking Welding, Machine Tool Technology and Computer Aided Drafting.

- **Associate of Applied Science Degree** - The Associate of Applied Science degree, is a four semester program that contains technical and general education courses.

**Admission Criteria:** Placement test and preadmission advising. Program requirements may apply.

### Technical and General Education Courses

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester – First Year</th>
<th>Spring Semester – First Year</th>
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<tbody>
<tr>
<td>Technical Studies</td>
<td>Technical Specialty 1</td>
<td>Technical Specialty 2</td>
</tr>
<tr>
<td>Credits</td>
<td>Minimum 15</td>
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<tr>
<td>Semester Total</td>
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<table>
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<tr>
<th></th>
<th>Fall Semester – Second Year</th>
<th>Spring Semester – Second Year</th>
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<tbody>
<tr>
<td>Technical Studies</td>
<td>Elective Credits (any combination of additional Gen Eds or Technical courses)</td>
<td>Required General Education Courses</td>
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<tr>
<td>Credits</td>
<td>Minimum 15</td>
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<td>Semester Total</td>
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<tr>
<td>Total Technical and General Education Credits</td>
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<td>60</td>
</tr>
</tbody>
</table>

All courses listed with a prerequisite required must be passed with a C or better before moving on to the next course.

**General Education Courses**

- **Written Communications** ................................................................. 3
- **Verbal Communications** ................................................................. 3
- **Mathematics** .................................................................................... 3
- **Computer Science/Science** .............................................................. 3
- **Social Sciences/Humanities** ........................................................... 3

*For a list of general education courses that will meet the AAS requirements, see pages 38-39.

**PROGRAM OUTCOMES**

- Apply multi-disciplinary knowledge to a variety of applications
- Learn how to quickly identify, analyze, and solve technical problems
- Productively use available tools
- Communicate well verbally, graphically, and in writing
- Formulate and apply critical thinking skills to troubleshoot systems
- Communicate and function effectively in teams
- Demonstrate knowledge of the fundamental safety behaviors and safety equipment
- Demonstrate the technical skills applicable to each one of the two technical disciplines
ALLIED HEALTH

ALH 101 Certified Nurse Aide (CNA) 6 credits
90 hour course. (45 classroom, 20 lab, ad 25 clinical)
(Prerequisite: At least 8th grade reading level verified by placement test.)
This course focuses on the basic concept of the role of a certified nurse aide in the long-term care setting.
Students discuss the personal and professional characteristics and legal and ethical standards for the certified nurse aide. Lab and clinical time is utilized to complete a checklist as well as the clinical requirement of the Certified Nurse Aide program, practicing and demonstrating skills to become a CNA.
(Note: A student must earn a minimum of 75% to pass.)

ALH 102 Rehabilitation Aide 2 credits
(Prerequisite: Current Nurse Aide Certification; At least 8th grade reading level verified by placement test.)
This course is designed to provide Certified Nurse Aides the skills necessary to become successful Rehabilitative Aides. Hands on demonstrations and clinical practice make up a large part of this course. Note: A student must earn a minimum of 75% to pass.

ALH 103 Certified Home Health Aide 2 credits
(Prerequisite: Current Nurse Aide Certification; At least 8th grade reading level verified by placement test.)
This course is designed to provide Certified Nurse Aides the skills necessary to provide safe and effective personal care assistance to an individual in the privacy of a home setting. The course consists of 20 clock hours of online or classroom instruction. (Note: A student must earn a minimum of 75% to pass.)

ALH 104 CNA Refresher Course 1 credit
(For those with expired Kansas CNA certification)
This course is provided for CNAs who have not worked as a nursing assistant for 24 or more consecutive months and wish to become eligible to work again by being reinstated in the Kansas Nurse Aide Registry. The course consists of five classroom hours and five laboratory hours. Subjects covered include: CNA responsibilities, communications, resident’s rights, safety, infection control, bed making, personal care skills, transfers, positioning and turning, and measuring and recording vital signs. Pass/Fail grading scale; not calculated into GPA.

ALH 110 Certified Medication Aide (CMA) 5 credits
(Prerequisite: Current Nurse Aide Certification in Kansas; At least 8th grade reading level verified by placement test)
This course is designed to provide Certified Medication Aides the skills and knowledge to safely and effectively administer medications as a CMA in the State of Kansas. Students demonstrate and practice medication administration with oral medication, ear and eye drops, suppositories, and inhalants. The medication aide will be able to read and understand medication terminology and medication orders within their scope of practice. (Note: A student must earn a minimum of 75% to pass. Students must be 18 years old by the end date of the course.)

ALH 111 Certified Medication Aide Update 1 credit
(Prerequisite: Currently certified or less than one-year expired Medication Aide Certification in Kansas.) This course has been approved by the Kansas Department of Health and Environment for the required Continuing Education Units for CMA’s. Pass/Fail grading scale; not calculated into GPA.

ALH 120 Emergency Medical Technician 12 credits
(Prerequisite: age 17)
This program is designed for individuals interested in providing care to patients in the pre-hospital setting. The course presents the information, skills, and attitudes
necessary for certification as an Emergency Medical Technician (EMT) in the State of Kansas and National Registry of EMT’s. This course addresses objectives and techniques that are the responsibility of the EMT according to the National Educational Standards, as enriched and adopted by the Kansas Board of EMS as the Kansas EMT Educational Standards. The program consists of didactic (lecture) instruction, practical skills training, and clinical experience. (Note: A student must earn a minimum of 77% to pass.)

**ALH 134 Legal Concepts** 3 credits

This course will explore the issues involving ethics and law for the Allied Health medical worker. In this course we will cover the fundamental aspects of the health care ethics and law related to the allied health worker. You will learn the introduction to medical law, ethics, and bioethics to include the legal system, patient confidentiality and HIPAA. Also topics to be covered are professional liability and medical malpractice, workplace law and ethics, and handling the medical record in an ethical manner.

**ALH 139 First Aid and CPR** 2 credits

This course will prepare and certify the student to deliver rescuer skills in the form of emergency care before medical help arrives. The student will be able to make appropriate decisions regarding the delivery of first aid and CPR and apply the needed techniques relevant to the American Heart Association training received in this course. The topics covered are adult, child, infant CPR and choking. First aid is taught to address medical emergencies, environmental emergencies, man-made and/or national security emergencies. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**ALH 140 CPR** .5 credit

The American Heart Association Basic Life Support (BLS) course includes: CPR, relief from choking, and use of barrier devices for adults, children, and infants. The course is recommended for those who have a duty to respond to a cardiac emergency because of job responsibilities, or regulatory requirements. Upon successful completion of the course and required skills test, participants will receive the BLS Provider Course Completion E-Card, which is valid for two years. Pass/Fail grading scale; not calculated into GPA.

**ALH 141 First Aid** .5 credit

The American Heart Association curriculum guides instruction in this 0.5 credit hour course to obtain knowledge and skills in emergency and basic first aid situations. Pass/Fail grading scale; not calculated into GPA.

**ALH 142 Nutrition Assistant** 1 credit

This course focuses on the basic concept of the role of a nutrition assistant in the long-term care setting. Students discuss the long term care environment, the federal and state laws defining the role of a nutrition assistant, who to report to, what duties can be done as a nutrition assistant and what is not allowable as a nutrition assistant. Privacy, dignity, choices, and rights of the patients/residents will be discussed. Special needs of residents and adaptive equipment needs will be discussed and demonstrated as well as patient safety and food safety. An overview of responding to emergencies will be discussed. A competency test will be administered as part of the course.

**ALH 150 Medical Billing and Coding** 6 credits

(Prerequisite: HEA 103 or BIO 150)

Students learn basic medical coding in this course. They gain an understanding of the organization of medical coding, learn to manipulate and maneuver their way through the coding books, recognize the numbers associated with each body system and relate them to the coding books, apply correct formatting to properly assigned codes, select and use the unique modifiers associated with coding, and demonstrate the ability to utilize the coding and reporting requirements for billing.

**AUTOMOTIVE COLLISION AND REFINISHING TECHNOLOGY**

**ACR 110 Paint and Refinishing 1** 3 credits (1:4)

(Prerequisite: ACR 115)

This course will give the student basic knowledge of the automotive refinishing industry. Students will be introduced to the safety requirements needed for personal protection, as well as an overview of the equipment and materials used in the automotive refinishing industry.

**ACR 115 Paint and Refinishing 2** 3 credits (1:4)

(Prerequisite: ACR 110)

In this course the student will be able to identify the safety equipment needed to perform spraying operations. They will be able to explain and demonstrate proper spraying operation, as well as selecting the proper materials needed for particular projects. Paint mil thickness, paint removal and surface preparation will be emphasized as well.

**ACR 120 Paint and Refinishing 3** 3 credits (1:4)

(Prerequisite: ACR 115)

During this course students will learn final surface preparation, as well as correct masking procedures to properly prepare a project for refinishing. Students will then learn the correct ratios and procedures for properly and safely mixing materials needed for projects.
Students will also learn and apply the skills necessary for proper spray gun operation, as well as identifying and correcting paint defects.

**ACR 125 Paint and Refinishing 4**
4 credits (1:6)
(Prerequisite: ACR 120)
Students take the knowledge and skills gained from previous courses and apply them to actual customer projects. Students gain skills in color theory and tinting used for color matching, as well as procedures for and spot and blend repairs. Removing paint defects, final assembly and detailing to prepare project for delivery is also emphasized.

**ACR 130 Non-Structural Analysis and Damage Repair 1**
4 credits (2:4)
Students will be instructed in the various career opportunities in the Collision Repair field, as well as the basic vehicle construction in unibody, space frame, and body over frame vehicles. Students will also be instructed in all safety aspects of collision repair. Students will receive entry level instruction in automotive plastics, welding, cutting, metal straightening techniques, body fillers, outer body panel replacements/adjustments, and finally an introduction to interpreting damage reports.

**ACR 135 Non-Structural Analysis and Damage Repair 2**
4 credits (1:6)
(Prerequisite: ACR 130)
Students will take the skills and information from ACR 130 to the next level in ACR 135. This will include welding, cutting, metal finish, body filler, panel replacement and adjustment, and plastic repair. Identifying which trim and hardware are to be protected will be critical, as this is the last course in non-structural before students will begin working on live customer work.

**ACR 140 Non-Structural Analysis and Damage Repair 3**
4 credits (1:6)
(Prerequisites: ACR 135)
Students will expand on all the knowledge and skills developed in ACR 130 and ACR 135 while working on live projects in the shops area, including welding, cutting, metal finish, body filler, panel replacement and alignment, and plastic parts repair. Door skin replacement will also be covered and performed on a practice door in this course.

**ACR 145 Non-Structural Analysis and Damage Repair 4**
5 credits (1:8)
(Prerequisites: ACR 140)
Students will expand on all the knowledge and skills developed in ACR 130, ACR 135, and ACR 140 while working on live projects in the shop area, including welding, cutting, metal finish, body filler, panel replacement and alignment, and plastic parts repair. Extensive plastic parts identification and repair procedures will also be covered and performed in this course.

**ACR 150 Structural Analysis and Damage Repair 1**
2 credits (2:0)
Upon the completion of this course the student will be able to identify structural panels of the vehicle and learn special procedures for their replacement or repair, including restoring corrosion protection. The replacement of stationary glass, structural measuring equipment, and applied welding is included in the course.

**ACR 155 Structural Analysis and Damage Repair 2**
2 credits (1:2)
(Prerequisites: ACR 150)
In this course students will perform BOF (body over frame) unibody structural measuring, develop a damage repair plan from this inspection, as well as actually performing the repair as needed. Welding and cutting repair procedures will also be performed as needed for a specific application.

**ACR 160 Structural Analysis and Damage Repair 3**
3 credits (2:2)
(Prerequisite: ACR 155)
This is an intermediate course where all the knowledge gained in ACR 150 and ACR 155 is used to perform repairs on BOF (body over frame) and unibody practice vehicles. Structural sectioning installation of fixed structural glass and the importance of restoring the vehicle to pre-accident condition will all be covered and performed.

**ACR 165 Structural Analysis and Damage Repair 4**
3 credits (2:2)
(Prerequisite: ACR 160)
This is an advanced course where students use skills gained in the previous three structural repair courses and apply them to live customer work in the shop. Analyzing and repairing full frame vehicles, unibody, sectioning, installing structural glass, and welding of structural components are covered.

**ACR 170 Mechanical and Electrical**
3 credits (3:0)
(Prerequisites: successful completion of all certificate core courses. Required only for AAS degree completion.)
This course involves the basic analysis, repair and replacement of suspension and steering components, along with angles and pivot-point alignment involved in proper steering alignment. This class includes classroom and laboratory instruction on basic electricity, use of test equipment, schematic reading, general automotive electronics and the repair of electrical components commonly damaged during a collision. Minor mechanical analysis will be discussed, as well.
AUTOMOTIVE TECHNOLOGY

AUT 100 Shop Safety/Management 1 credit (.8:4)
This course provides students with an understanding of current safety regulations, established safety practices, hazard recognition, and the impact of behavior and environment on injury prevention. Students will also learn to complete repair orders, order parts, do vehicle inspections and manage a tool room.

AUT 109 Steering and Suspension 1 3 credits (1:4)
(Prerequisite: AUT 100)
This course provides an understanding of theory and practical application of front and rear suspension and complete steering systems and alignment. This includes the study of alignment angles, suspension, steering gears, shock and strut assemblies, the basic causes for tire and wheel unbalance, and the application of fraction and degrees, ratios and geometry, as it applies to alignment.

AUT 110 Steering and Suspension 2 2 credits (1:2)
(Prerequisite: AUT 109)
In this course, students perform complex diagnostics and repair on steering and suspension systems. Students also perform pre-alignment inspection and complex repairs of wheel and tire systems.

AUT 115 Engine Repair 1 2 credits (1:2)
(Prerequisite: AUT 100)
Through a variety of learning and assessment activities, students explore the theory and operation of an internal combustion engine; demonstrate the basic ability to inspect and repair engine lubrication; and demonstrate the basic ability to inspect and repair engine cooling systems.

AUT 120 Engine Repair 2 3 credits (1:4)
(Prerequisite: AUT 115)
Through a variety of learning and assessment activities, students can demonstrate the ability to remove an automotive engine; install an automotive engine; inspect and repair a cylinder head, valve trains and timing defects; disassemble a short block; inspect a short block; inspect a cylinder head and valve train; repair a cylinder head and valve train; and perform advanced level engine diagnosis.

AUT 131 Engine Performance 1 3 credits (1:4)
(Prerequisite: AUT 100, AUT 135)
In this course, students complete work orders and check history, identify engine mechanical integrity, explore the fundamentals of fuel system theory, identify fuel system concerns, explore the fundamentals of ignition theory; identify ignition system concerns, identify induction system concerns, identify exhaust system concerns, and identify engine mechanical integrity through a variety of learning and assessment activities.

AUT 132 Engine Performance 2 4 credits (1:5:5)
(Prerequisites: AUT 131)
Students will perform ignition, fuel, induction, and mechanical system diagnosis; perform ignition, fuel, induction, and mechanical system service; and verify repair of these systems through a variety of learning and assessment activities.

AUT 133 Engine Performance 3 3 credits (1:4)
(Prerequisite: AUT 132)
Students will perform exhaust and emission systems diagnosis, exhaust and emission systems service, and verify exhaust and emission systems repair through a variety of learning and assessment activities.

AUT 135 Electrical 1 3 credits (1:4)
(Prerequisite: AUT 100)
In this course, students complete service work orders; describe the relationship between voltage, ohms and amperage; perform basic electrical circuit repairs; identify electrical system faults; identify basic wiring diagram symbols, components, and legend information; perform basic electrical circuit measurements using a DVOM; and describe basic circuit characteristics of series, parallel and series parallel circuits through a variety of classroom and shop learning and assessment activities.

AUT 140 Electrical 2 2 credits (1:2)
(Prerequisite: AUT 135)
In this course, students perform battery diagnosis and service, starting system diagnosis and repair, charging system diagnosis and repair, and identify current flow on starting and charging system diagrams through a variety of learning and assessment activities.

AUT 146 Brakes 1 3 credits (1:4)
(Prerequisite: AUT 100)
In this course, students examine the components of the drum and disc braking systems. Through classroom and shop learning experiences, students will diagnose, inspect and repair brakes, bearings and hub assemblies.

AUT 150 Brakes 2 2 credits (1:2)
(Prerequisite: AUT 146)
In this course, students determine necessary brake system correction; conduct necessary brake system correction; conduct system pressure tests utilizing service specifications; perform diagnosis and correction for poor stopping, pulling or dragging
concerns caused by malfunctions in the hydraulic system; conduct inspection, fabrication and/or replacement of brake lines and hoses; diagnose poor stopping noise vibration, pulling, grabbing, dragging or pedal pulsation concerns. Students perform service specifications pertaining to the removal, cleaning and refinishing procedures on brake drums; perform drum brake repair and replacement procedures; diagnose poor stopping noise vibration, pulling, grabbing, dragging or pedal pulsation concerns. Students perform disc brake repair and replacement procedures; machine rotor according to service specifications; inspect caliper piston retraction where applicable; inspect and test power assist systems; determine necessary action on wheel bearing noise, wheel shimmy and vibration concern diagnoses; perform the removal, inspection and replacement of bearing and hub assemblies.

**AUT 155 Automotive Diesel Technologies**

1 credit (.7:.6)

(Prerequisite: AUT 100)

In this course, students develop a basic understanding of diesel engine operation and will perform basic repairs to automotive diesel engines.

**AUT 160 Hybrid/Electric Vehicles**

1 credit (.7:.6)

(Prerequisite: AUT 100)

This course will cover the different types of systems used in today's hybrid/electric vehicles along with the safety precautions that are a must when servicing these vehicles. Honda, Toyota, Ford, GM, Chrysler, BMW, and Zenn vehicles are covered in this course.

**AUT 210 Automotive HVAC**

4 credits (1.5:5)

(Prerequisite: AUT 100)

Through a variety of learning and assessment activities, students explore the fundamentals of automotive HVAC operations and environmental concerns; identify the appropriate refrigerant recovery and recycling guidelines; service refrigerant, recycling and handling systems; document fundamental heating and air conditioning system concerns; perform fundamental diagnostics of A/C systems; perform fundamental diagnostics of refrigeration systems components; perform fundamental repairs of refrigeration systems components; perform fundamental diagnostics of heating, ventilation, and engine cooling systems; perform fundamental repairs of heating, ventilation, and engine cooling systems; perform fundamental diagnostics of operating systems and related controls; perform fundamental repairs of operating systems and related controls; perform complex diagnostics of A/C systems; document complex heating and air conditioning system concerns; perform complex diagnostics of refrigeration system components; perform complex repairs of refrigeration system components; perform complex diagnostics of heating, ventilation, and engine cooling systems.

**AUT 221 Manual Drive Train 1**

1 credit (.5:1)

(Prerequisite: AUT 100)

Through a variety of learning and assessment activities, students determine the general transfer case diagnosis procedures; explore the fundamentals of transfer case operation and transfer case removal, inspection and repair, according to service specifications; conduct the diagnosis, inspection and replacement of drive axle shafts and supporting components; conduct the diagnosis, inspection adjustment and repair of four- and all-wheel drive components.

**AUT 222 Manual Drive Train 2**

3 credits (1:4)

(Prerequisite: AUT 221)

Students will determine the general drive train diagnosis procedures; explore the fundamentals of clutch operation; explore the fundamentals of clutch removal, inspection and repair; determine the power flow of the manual transmission and transaxle; perform fundamental manual transmission and transaxle inspection and repair, according to service specifications; perform fundamental differential inspection and repair, according to service specifications; perform fundamental diagnosis, inspection and replacement of drive axle shafts and supporting components; perform fundamental diagnosis, inspection, adjustment and repair of four- and all-wheel drive components; diagnose drive train issues; diagnose clutch concerns; perform the removal, inspection and/or repair of the clutch and its components; conduct a transmission and transaxle inspection and repair according to service specifications; conduct a differential inspection and repair according to service specifications; conduct the diagnosis, inspection and replacement of drive axle shafts and supporting components; conduct the diagnosis, inspection, adjustment and repair of four- and all-wheel drive components.

**AUT 235 Electrical 3**

3 credits (1:4)

(Prerequisite: AUT 140)

Through a variety of learning and assessment activities, students learn to diagnose open circuit, short circuit, grounded circuit, and high resistance problems. Students also use test equipment to identify computer circuit problems, and current flow on lighting, gauges, and warning devices on wiring diagrams.

**AUT 240 Electrical 4**

2 credits (1:2)

(Prerequisite: AUT 235)

Through a variety of learning and assessment activities, students learn to diagnose open circuit, short circuit, grounded circuit, and high resistance problems. Students also use test equipment to identify computer circuit problems, current flow on lighting, gauges, warning devices, driver information systems, horns,
wiper/washer, accessory circuits, and SRS circuits on wiring diagrams.

**AUT 241 Automatic Transmissions and Transaxles 1**
3 credits (1:4)
(Prerequisite: AUT 100)
This class explores the concepts of theory, operation, maintenance, inspection and servicing of automatic transmissions and transaxles. Students will disassemble and reassemble automatic transmissions, transaxles and components.

**AUT 242 Automatic Transmissions and Transaxles 2**
3 credits (1:4)
(Prerequisite: AUT 241)
This class explores the concepts of theory, operation, maintenance, diagnosis, repair and verification of automatic transmissions/transaxles electrical system.

**AUT 260 ASE Preparation**
1 credit (.7:6)
(Prerequisite: AUT 100)
In this course, the expectations an employer would require of a good employee will be covered—time management, productivity, attendance, etc. The ASE certification process will be discussed and students will complete practice tests for the ASE exam.

**BUSINESS ADMINISTRATIVE TECHNOLOGY**

**BAT 112 Word Processing**
3 credits (3:0)
This course provides students with an understanding and hands-on application of word processing in a realistic business environment. Topics include: preparation of newsletters, letters, mailing labels, creation of outlines, tables, forms; and integration of word processing software with other software programs. This course may be used to prepare for a MS Word exam.

**BAT 114 Payroll Accounting**
3 credits (3:0 1:5:3)
(Prerequisite: Previous accounting knowledge/instructor approval)
Payroll Accounting is designed to provide a practical, comprehensive overview to payroll. Students will study the processing of a new employee, payroll systems, payroll taxes and deductions, and quarterly and yearly reporting. Students will learn how to use a variety of computer applications to complete their payroll records.

**BAT 124 Managerial Accounting**
3 credits (3:0 1:5:4)
(Prerequisite: BAT 192. Corequisite: BAT 196)
Managerial accounting is the process of identifying, measuring, analyzing, interpreting, and communicating information for the pursuit of an organization's goals. Students will explore the use of accounting information for various management decision-making and budgeting scenarios. This course emphasizes accounting information to assist management in conducting and controlling daily operations, decision-making and planning future operations. Prior experience/study of accounting principles (Financial Accounting) and oral or written communication is recommended. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**BAT 125 PowerPoint**
1 credit (1:0)
This course provides students with an understanding and hands-on application of PowerPoint in a realistic business environment. Students prepare and deliver multimedia PowerPoint presentations for specific business, educational or personal needs. Students start at different levels of computer expertise, so lessons include information for beginners, as well as opportunities for more experienced computer users to build their own existing skills.

**BAT 130 Principles of Marketing**
3 credits (3:0)
In this course the students will learn about key marketing concepts, the role of marketing within an organization, and the role of marketing in society. This will include market research, identifying target customers, developing product offers, branding, pricing, marketing communications, ethics. Marketing campaigns will be examined from the perspective of the consumer, economy, technology, legal/political issues and ethical/social process. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**BAT 134 Micro Computer Accounting Applications**
3 credits (3:0)
(Prerequisite: BAT 192 or previous accounting knowledge/instructor approval.)
Micro Computer Accounting Applications course provides a hands-on experience to students in learning how automated accounting systems function. Topics covered include basic accounting principles, handling company files, working with vendors, customers, and employees, banking, creating classes, physical inventory, payroll, estimates and time tracking, financial statements, closing the books, adjusting entries, and budgeting. The course will prepare students to complete the Intuit QuickBooks Certified user (QBCU) exam offered through Certiport.

**BAT 140 Management**
3 credits (3:0)
This course introduces the functions of management in business organizations, as well as the behavior of individuals and groups in organizational settings. Concepts, such as authority, communication, decision-making, diversity, power, ethics, responsibility, and accountability are included.
BAT 144 Human Resource Management  3 credits (3:0)
Human Resources Management course investigates the way businesses manage their employment relationships, including recruitment and selection, training and development, compensation, performance appraisals, labor relations, staffing issues, employment law, career management, and job design. This course will look at the human resources’ processes and procedures in a global business environment.

BAT 153 Spreadsheet Management  3 credits (3:0)
Students become productive Excel users through lecture, discussion and hands-on practice. Students learn to create professional reports that perform business or personal calculations, display financial or scientific calculations, complete lists and management tasks, financial forecasts and scenarios, and chart design and editing. Students complete three original projects for this course. This course may be used for the preparation of a MS Excel exam.

BAT 154 Small Business Management  3 credits (3:0)
Small Business Management is a course that incorporates current theory and practice relating to starting and managing small businesses. It provides a comprehensive coverage of critical small business issues, numerous real-world case studies to help students understand how to apply the business management concepts presented in class and incorporates material to help them explore small business issues.

BAT 160 Business Communications  3 credits (3:0)
(Prerequisite: experience in Windows environment. Experience using Word and Excel are highly recommended.)
Business Communications is designed to cover the communication skills that are necessary in a high technology global business environment. These skills include competencies in oral and written communication; an awareness of international, legal, and ethical issues; and the ability to work collaboratively on group projects.

BAT 164 Principles of Supervision  3 credits (3:0)
Principles of Supervision is a course designed to prepare students to be effective supervisors. The course focuses on leadership and management principles with an emphasis on how supervisors work with people to inspire, empower, and develop them to become better and more effective in their workplace roles regardless of the type of organization or field.

BAT 173 Database Management  3 credits (3:0)
This course provides students with an understanding and hands-on application of relational database software in a realistic business environment. Topics include: relational database objects, enhancements of forms and reports, analysis and manipulations of data, and integration of database software with other software programs. This course may be used to prepare for MS Access Certification.

BAT 174 Office Management  3 credits (3:0)
Office Management is the study of the responsibilities, problems, and duties of an office manager in managing a modern office from both a traditional and computerized office systems approach.

BAT 184 Leadership  3 credits (3:0)
The purpose of this course is to introduce students to the “nature” of leadership. Students will gain a broad understanding of the history and origins of leadership, theoretical approaches to leadership, and the essence of contemporary leadership. As students master the fundamentals of the concepts, they will be encouraged to test their ability to apply these concepts to their own life experiences. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

BAT 186 Business Law  3 credits (3:0)
Understanding law is an important part of keeping a business running, from making decisions about organizational structure to making contracts and managing potential liabilities. This class explores basic legal structures and explains the legal reasons for many common business practices. Students are encouraged to use legal reasoning and common sense.

BAT 192 Financial Accounting I  3 credits (3:0)
Business Accounting includes the theory and practice associated with double-entry accounting. Special emphasis is placed on the preparation of the documents necessary to complete the accounting cycle. Topics include: transactions, journals, financial statements, schedules, adjustments/closing entries, accounting cycle, cash control, bank reconciliation, and payroll. Computerized accounting software is used. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

BAT 196 Financial Accounting II  3 credits (3:0)
(Prerequisite: BAT 192)
In this second semester course, accounting fundamentals learned in Business Accounting are reinforced and enhanced by using five practice sets that require analyzing information, creating transactions,
verifying accuracy, making corrections as necessary, preparing a variety of reports, and completing an audit test with the focus on attention to detail, analysis, research, critical thinking and problem-solving skills. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**BUS 100 Introduction to Business**

3 credits (3:0)

This is an introductory course, with the primary goal of helping students develop a general understanding of a wide range of topics within the field of business. It is a study of business functions, methods of business operation, types of business ownership, and the role of business organizations in society. There will be opportunities throughout the course to discuss current events in business as they apply to the topics being covered. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**BUS 120 Personal Finance**

3 credits (3:0)

Personal Finance is a course that investigates the personal financial planning process. This course emphasizes budgeting, consumer protection, credit, housing, investments, insurance, taxes, and retirement. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**COMPUTER-AIDED DRAFTING**

**CAD 102 SolidWorks Part Modeling**

3 credits (3:0)

Creations of 2D profiles will be transformed into 3D models. Models will be used to create drawings based on standards used in the industry. Detailed drawings of these models will be included within this course’s curriculum.

**CAD 107 SolidWorks Assembly Modeling**

3 credits (3:0)

(Prerequisite: CAD 102)

The basics of SolidWorks assembly modeling will be explored, including bottom-up and top-down assembly. This course will also include how to use design libraries for fasteners and other parts that are used repeatedly. Drawing creation of assembly models will also be covered during this course.

**CAD 111 Introduction to Mechanical Drafting**

3 credits (0:6)

(Prerequisite: CAD 127 or instructor approval.)

Basic concepts and skills of mechanical drafting and use and knowledge of measurement tools are covered. Mechanical drafting fundamentals will be presented along with an explanation of standard drafting practices. Orthographic projection, multiple view drawings, dimensioning, geometric dimensioning and tolerancing symbols, notes and a bill of materials will be covered in this course, as well.

**CAD 117 Intermediate Mechanical Drafting**

3 credits (0:6)

(Prerequisite: CAD 112)

Students will learn intermediate level concepts and skills of mechanical drafting. Mechanical drafting fundamentals will be presented, along with an explanation of standard drafting practices. The information covered will be on how to produce a detail drawing of a part, section views, auxiliary views, weld symbols and assembly drawings.

**CAD 127 Basics of AutoCAD**

3 credits (0:6)

The Basics of AutoCAD course explores the fundamentals of computer-aided drafting (CAD) with emphasis placed on drawing set-up; creating and modifying geometry; placing, rotating and scaling objects; adding text and dimensions; using layers and coordinate systems; as well as using computer input and output devices.

**CAD 152 Residential Architecture with Revit**

4 credits (4:0)

This course prepares the student in the area of Residential Architectural Drafting for an entry level position under an architect or engineer. Students will develop a set of residential floor plans using the latest Revit software.

**CAD 157 Commercial Architecture with Revit**

3 credits (3:0)

(Prerequisite: CAD 152)

This course prepares the student in the area of Commercial Architectural Drafting for an entry level position under an architect or engineer. Students will develop a set of commercial floor plans using the latest Revit software.

**CAD 167 Civil Drafting with AutoCAD Civil 3D**

4 credits (4:0)

(Prerequisites: CAD 112 or CAD 127)

Students learn to identify and draw different types of maps, identify different types of surveys, calculate leveling fields, utilize the global positioning system, map symbols and use legal descriptions.

**CAD 172 Advanced Mechanical Drafting and Sheet Metal Design**

4 credits (4:0)

(Prerequisite: CAD 102 and CAD 117)

This class covers the graphical analysis of points, lines and planes that are used in the development of plane geometry problems. Algebraic functions are used to compute and determine measurement results, and hands-on activities reinforce descriptive geometric theorems. Students use critical thinking, problem-solving, mathematical calculations and appropriate technology to solve spatial problems.
CON 105 Construction Math

This course prepares the student to be able to: read a tape measure, add, subtract, multiply and divide whole numbers and fractions, read blueprints, calculate the difference in elevation and simple length and height dimensions, estimate materials for various construction situations, identify various geometrical shapes and calculate their square footage and volume.

CON 111 Carpentry Basics

This course follows the NCCER modules for: Orientation to the Trade, Building Materials, Fasteners, and Adhesives, Hand and Power Tools, and Reading Plans and Elevations.

CON 115 Intermediate Carpentry

This course builds on learning from Basic Carpentry. Emphasis is on doors, hardware, trims, and cabinet making and installation.

CON 125 Floors, Walls, & Ceiling and Framing

This course follows the NCCER modules for: Floor Systems, Wall and Ceiling Framing, and Introduction to Concrete, Reinforcing Materials, and Forms.

CON 132 Roof & Framing

This course follows the NCCER module for roof framing.

CON 137 Windows, Doors and Stairs

This course follows the NCCER module for windows and exterior doors and basic stair layout.

CON 152 Construction Skills

This course will cover blueprints and building code regulations, building layout, use of various measuring, leveling, and layout tools; role of construction in a green environment; uses of light equipment; oxyfuel welding applications; and skills for the crew leader.

CON 157 Concrete Applications

This course will cover concrete footings, foundations, forming and flatwork. Concrete mixing, reinforcement, finishing and curing will be covered along with site preparation, properties of concrete and the proper use of tools. Proper safety practices will be emphasized.

CON 165 Insulation/Roofing/Exterior Finish

This course covers proper selection of insulation and insulation installation methods. Students will complete the exterior of the building including roofs; and learn how to estimate materials needed for insulation, exterior finish, and roofing.

CON 175 Steel Framing and Drywall

This course prepares students to identify various types of drywall, estimate the material needs; and install, finish and texture drywall. In addition, students will be able to layout and construct steel framing.

COMMERCIAL TRUCK DRIVING

CTD 105/Entry-Level Commercial Motor Vehicle Driver Training

Students will master knowledge required for entry-level commercial motor vehicle operation while working towards earning a Class A Commercial Driver’s License. Students will learn basic and advanced motor vehicle operation during behind-the-wheel driving under direct supervision of experienced Driver Trainers. Students will study control systems, shifting, vehicle inspections, backing, docking, safe operating practices, night operations, visual searches, speed and space management. Students will develop the knowledge necessary to successfully handle and document cargo while also mastering trip planning, ‘hours of service’ requirements, accident procedures, and diagnosing malfunctions and reporting them. Students will be expected to master necessary communication skills, and learn how to manage life on the road and personal resources.

CTD 115 CDL Endorsement Courses

Students will master knowledge required for successfully earning endorsements for Passenger Transportation, Double and Triple Trailers, Tank Vehicles, and the transportation of Hazardous Materials.
DENTAL ASSISTANT

DEN 123 Anatomy and Physiology  
2 credits (1:2)  
This course covers the basics of human anatomy and physiology including anatomical terminology, basic biochemistry, cells and tissues, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Introduces common human disease processes.

DEN 124 Dental Anatomy  
2 credits (1:2)  
This course is a detailed study of the structure and function of the head, neck and oral cavity including oral disease.

DEN 127 Dental Materials I  
4 credits (2:4)  
This course covers identification of materials used in general dentistry, physical and chemical properties, functions, and classifications. Includes principles of safety and aseptic technique involved in laboratory function involving materials and equipment. Laboratory practice with impression materials, gypsum products, dental cements, waxes, resins and restorative materials.

DEN 134 Chairside Assisting I  
4 credits (2:4)  
This course is an introduction to the dental health profession and dental assisting. Provides students with knowledge and performance of extraoral/intraoral examination, dental assisting with direct and indirect restorations (basic and restorative instruments, moisture control, matrix systems).

DEN 138 Dental Radiology I  
3 credits (2:1)  
This course provides fundamental concepts and usage of intraoral radiographic techniques to safely use diagnostic radiography in the dental office. Includes an introduction to extraoral techniques and digital radiography.

DEN 150 Infection Control for Dental Practice  
2 credits (2:1)  
This is a study of the introductory principles of microbiology, classification, and characteristics of microbes with primary consideration to pathogenic microorganisms, causes of disease, transmission of infectious disease, immune response, universal precautions, handling of hazardous materials and infection control techniques according to OSHA and ADA guidelines.

DEN 208 Dental Practice Management  
3 credits (3-0)  
(Prerequisite: DEN 124)  
This course will provide instruction in additional business office procedures with an introduction to computer and dental software, business oral and written communications, inventory systems and supply ordering, maintenance and retention of business record, management of patient information, financial and recall systems.

DEN 220 Dental Materials II  
2 credits (1:2)  
(Prerequisite: DEN 127)  
This course is a continuation of DEN 127 Dental Materials I and includes identification of materials used in general dentistry and dental laboratory procedures. Proper manipulation of materials, their uses and correct storage are practiced. Study various laboratory procedures including manipulation of waxes, polishing and cleaning removal prosthesis, manipulation and use of acrylic and thermoplastics.

DEN 230 Chairside Assisting II  
3 credits (1:4)  
(Prerequisite: DEN 134)  
This course is a continuation of DEN 134 Chairside Assisting I. This course will provide a foundation for assisting in the dental specialties of oral and maxillofacial surgery, endodontics and removal prosthodontics, periodontics, orthodontics and dentofacial orthopedics and pediatric dentistry. Procedures, instruments, and materials involved in these areas will be studied.

DEN 237 Dental Radiology II  
1 credit (0:2)  
(Prerequisite: DEN 138)  
This course is a continuation of DEN 138 Dental Radiology I with more intensive experience in exposing, processing, and mounting intraoral films using the DXTTR manikin and patients. Students will be closely supervised, and an evaluation will be made of each completed survey. Radiographic safety and infection control procedures are emphasized.

DEN 242 Clinical Experience  
8 credits (0:0:8)  
(Prerequisites: DEN 123, DEN 124, DEN 127, DEN 134, DEN 138, DEN 150, DEN 246. Also need hepatitis B vaccination, CPR and HIPPA training, 90% attendance, and a C average in all core courses.)  
This course gives the students the opportunity to apply and practice the principles and procedures studied in the formal academic program. In private practice dental offices (both general and specialty), government clinics and public health facilities, students demonstrate the principles of chairside assisting, dental laboratory procedures and dental office procedures. Students will
be assigned to two general practice offices and one specialty office.

**DEN 246 Dental Science**
3 credits (1:4)
(Prerequisites: DEN 123, DEN 134)
Students are provided with knowledge of preventative dentistry, nutrition, basic dental pharmacology, anesthesiology, and management of medical emergencies found in a dental setting. Students are expected to recognize signs and symptoms of specific emergencies to assist in the delivery of the suggested treatment. In addition, the student will learn nitrous oxide and its administration. The student must complete a written examination demonstrating the course competency and clinical competency to demonstrate administration and monitor of nitrous oxide to receive certification to receive certification to administer and monitor nitrous oxide. The exam and competency must be passed with a minimum proficiency of 75% to be certified in nitrous oxide. The student will not receive their certification until they have completed the Dental Assistant Program.

**DEN 248 Nitrous Oxide Administration**
1 credit (1:0)
(Prerequisite: CPR to include hands-on training.)
This course covers the historical perspective, physiological and pharmacological aspects of anesthesia, side effects and adverse reactions, definitions and stages of anesthesia, indications and contraindications, armamentarium used in administration, techniques of the administration, theory of pain control, emergencies and complications of administering nitrous oxide to dental patients. The successful completion of this course grants the student with a Kansas Dental Board Certificate for Nitrous Oxide Administration. Pass/Fail grading scale; not calculated into GPA.

**DEN 300 Expanded Functions Dental Auxillary (EFDA) I**
4 credits (1:6)
This course will be 4 weeks and will include the preventative exam components: AMP, CP, SE, TP. The information in this course will be four weeks long and a new section will be covered every week through Canvas online. This course will require approximately 16 hours per week (64 hours total) dedicated to online learning.

**DEN 310 Expanded Functions Dental Auxillary (EFDA) II**
4 credits (1:6)
This course will be 4 weeks and will include the preparation and restoration components: IM, IS, TMP RF. The information in this course will be four weeks long and a new section will be covered every week through Canvas online, which will require approximately 16 hours per week (64 hours total) dedicated to online learning.

**DEN 320 Expanded Functions Dental Auxillary (EFDA) III**
4 credits (1:6)
This course will be 4 weeks and include the hands-on clinical laboratory aspect of EFDA I and EFDA II. You will be required to be on campus for this portion of the EFDA certification. Classes will be on Thursday/Friday for a total of 64 hours. There will also be a supply fee included in this course.

**DEN 325 Supragingival Scaling**
4 credits (2:4)
(Prerequisites: Graduate of an accredited dental assistant program and Certified Dental Assistant (CDA) or three years employment as a dental assistant within the last five years (verification required) or departmental consent. Must have current CPR certification.)
This course is designed for experienced dental assistants to expand their skills in preventative dentistry with didactic, laboratory and clinical instruction in supragingival (coronal) scaling and polishing. It also includes a review of dental anatomy and terminology, radiography and infection control, as well as didactic instruction in nutrition, periodontal disease, dental caries, oral hygiene instruction, topical fluoride, principles of instrumentation, communication skills and risk management.

**DEN 330 Phlebotomy Technician**
3 credits (2:2)
Phlebotomy Technician is designed to teach the knowledge in technical and procedural aspects of basic phlebotomy, including collection of blood specimens and venipuncture required to become a Certified Phlebotomy Technician. The course includes theory and hands-on instruction. The program will teach students the concepts of Introduction to Phlebotomy & Infection Control, Legal Issues in Healthcare, Introduction to Human Anatomy & Physiology, Phlebotomy Equipment & Supplies, Phlebotomy Procedures, and Phlebotomy Fundamental Essentials. This program is designed for learner’s who want to advance their career or interested in starting a career in the medical field to become a Certified Phlebotomy Technician. This is a comprehensive 60-hour course.

**DIESEL TECHNOLOGY**

**DST 101 Diesel Engines 1**
5 credits (2:6)
Diesel Engines 1 introduces the theory of operation and the use of the engine’s mechanical components; disassembling, inspecting, measuring, reassembling and performing maintenance procedures on diesel engines.

**DST 102 Electrical/Electronic Systems**
5 credits (2:6)
Electrical/Electronic Systems studies the principles of electricity through operations and testing procedures and provides an introduction to electronics. Diagnostics and repair of starting and charging electrical systems are
covered, in addition to practical applications of the principles of electricity. Electronic management programs are referenced and studied.

DST 103 Emissions 2 credits (1:2)
This is an introductory course into the theory and operation of diesel engine emission control systems. Both EGR and SER systems will be studied and discussed.

DST 106 Drive Trains 3 credits (1:4)
Basic power trains follow the natural path of diesel torque through clutches, mechanical transmission, drive trains, differentials and final drive units; finishing with wheels and track applications on diesel powered equipment. Operation and characteristics of each of these components are studied, demonstrated and tested. Components are disassembled, inspected, evaluated, adjusted and rebuilt.

DST 107 Standard Transmissions 3 credits (1:4)
This course covers the theory of power transmissions, disassembly, inspection, adjustments, and reassembly of single and double countershaft transmission.

DST 108 Wheel Ends 3 credits (1:4)
This course covers troubleshooting, inspection and adjustment of wheel bearings, seals and hubs.

DST 109 Brakes 3 credits (1:4)
Brakes will cover the theory and operations of hydraulic and air brake systems, troubleshooting, disassembly, and the inspection and adjustments of hydraulic and air brake systems, including ABS.

DST 204 Hydraulics 5 credits (1.8:6.4)
Students will learn the application of basic principles of applied hydraulics that reference confined fluids. They will study system components and functions, multiplication of work force, safety, performance testing, line hookups, and the identification of hydraulic pump characteristics, as related to basic hydraulic systems.

DST 206 Suspension and Steering 3 credits (1:4)
Suspension and Steering addresses the theory, operations and trouble-shooting of various steering and suspension system components.

DST 207 Advanced Diesel Engines 5 credits (1.7:6.6)
(Prerequisite: DST 101)
Advanced Diesel Engines studies the theory and operation of electronic controlled diesel engines, parts identification, parts failure, operating principles, familiarization of shop procedures, areas of specialized repair, and preventive maintenance.

DST 208 Fuel Lab 1 credit (.7-.6)
This course covers the principles, applications, and operations of removing, testing, rebuilding, calibrating, timing and installation of the four major diesel fuel injection systems including: distribution pumps, inline diesel pumps, PT pump/injectors, unit injection systems, and high-pressure common rail fuel systems. Course material also includes the operation and troubleshooting of electronic fuel systems.

DST 209 Advanced Electrical/Electronic Systems 5 credits (1.7:6.6)
(Prerequisite: DST 102)
Advanced Electrical/Electronic Systems provides a study of electronic management components and their operation. Several major electronic management programs are referenced and studies.

DST 211 HVAC 2 credits (1:2)
Air conditioning is a study and practice of servicing the components of mobile Heating, Ventilation, and Air Conditioning systems. Diagnostic evaluations, evacuation of downed systems and repair are practiced. Handling refrigerant products and safety are demonstrated and practiced throughout this course. Retrofitting heavy-duty A/C systems and complying with the service requirements of the Clean Air Act complete this course in driver cab comfort. An optional certification test is offered at the conclusion of this unit.
EARLY CHILDHOOD EDUCATION

ECE 100 Principles of Early Childhood Education
3 credits (3:0)
This course provides an overview of the childcare profession with emphasis on the history of early education, philosophies, types of programs and models, teaching practices and approaches, community resources, professionalism, and current trends and issues. This course is part of the Kansas System Wide Transfer Matrix.

ECE 104 Infant-Toddler Development and Care
3 credits (3:0)
This course studies the development of infants and toddlers including their physical, mental, emotional, and social growth. Students will learn to assess the growth and development of children, create appropriate environments, and develop appropriate toys and activities.

ECE 108 Interaction Techniques with Young Children
3 credits (3:0)
Students will learn practical techniques for observing and guiding young children. They will also learn to develop and apply effective and creative techniques. Emphasis will be placed on safety and positive interactions. This course must be taken concurrently with ECE 109.

ECE 109 Interaction Techniques with Young Children Practicum
2 credits (0-0-6)
Students will apply the material covered in ECE 108. They will develop lesson plans and activities and spend time observing children age two and under in various childcare facilities. They will further develop an understanding of age-appropriate curriculum and activities. When appropriate, students may have the opportunity assist with children under the supervision of the facility employees. This course must be taken concurrently with ECE 108.

ECE 115 Child Nutrition, Health, and Safety
3 credits (3:0)
This course focuses on the nutrition, health, and safety as key factors for optimal growth and development of children. Content includes nutrient knowledge and guidelines, menu planning, food program participation, health practices, management, safety, and appropriate activities.

ECE 120 Pre-School Language and Literacy
3 credits (3:0)
This course presents strategies for optimum language development that supports early literacy development in home, classroom, and other settings. Students will learn how to select age-appropriate books and games. This material will enhance the child’s verbal interactions, classroom environments, and activities.

ECE 128 Interaction Techniques with Pre-School Children
3 credits (3:0)
This course teaches practical principles and techniques for observing and guiding pre-school children. Emphasis will be on creating a positive learning environment, establishing positive expectations for groups of children, and managing difficult behaviors in children. Students will develop appropriate curriculum and activities for pre-school children. This course must be taken concurrently with ECE 129.

ECE 129 Interaction Techniques with Pre-School Children Practicum
2 credits (0-0-6)
Students will apply the material covered in ECE 128. They will develop lesson plans and activities and spend time observing children age three and older in various childcare facilities. They will further develop an understanding of age-appropriate curriculum and activities. When appropriate, students may have the opportunity assist with children under the supervision of the facility employees. This course must be taken concurrently with ECE 128.

ECE 135 Building Relations with Families and Community
3 credits (3:0)
This course emphasizes creating respectful, reciprocal relationships that support children and empower families. It will cover strategies for involving families in the child’s development and learning, including family value systems, child-rearing and discipline philosophies and methods, diversity, biases, parenting styles, child behavior, and community resources.

ECE 140 Teaching Children with Special Needs
3 credits (3:0)
This course will provide guidance, strategies, and skills needed to provide care and education for children with disabilities, special needs, and chronic conditions. Content will cover atypical development, inclusion, accommodations, adaptations, and assessments.

EDU 150 Introduction to Education
(*Course pending approval Spring 2022)
3 credits (3:0)
This course focuses on the historical, social, political, philosophical, cultural, and economic forces that shape the public school system in the United States. Content will also include current trends and issues impacting education including technology, access, and careers in education. This course is part of the Kansas System Wide Transfer Matrix.

PSY Childhood Growth and Development
(*Course pending approval Spring 2022)
3 credits (3:0)
This course will focus on human development from conception to early childhood. It will give special...
attention to changes in the major development domains, including physical, social, emotional, and cognitive, during the critical years. The child’s development will be studied in the context of family, gender, culture, language, ability, socioeconomics, diversity, and society. Upon successfully completing the course, students will be familiar with the developmental domains, developmental milestones, and major developmental disabilities. This course is part of the Kansas statewide transfer matrix.

**ELECTRICAL TECHNOLOGY**

**ELT 101 Introductory Craft Skills**

3 credits (2:2)

This course follows the NCCER modules for: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, and Introduction to Blueprints, Basic Rigging, Basic Communication Skills, and Basic Employability Skills.

**ELT 107 AC/DC Circuits**

4 credits (3:2)

This course is an introduction to electrical and electronic components, symbols, and the global language used in electrical and electronics. Students receive computer-based, modular training simultaneously with practical experience reading schematic diagrams, constructing circuits, and test procedures of operating characteristics used in AC/DC circuits. Students will measure frequency and voltages with meters and oscilloscopes and learn about frequency reactive devices.

**ELT 108 Blueprint Reading**

2 credits (1:2)

(Corequisite: ELT 101)

This course will cover all the symbols and schematics needed for an electrician to correctly install, maintain, and troubleshoot residential, commercial, or industrial wiring, according to plans and electrical equipment.

**ELT 111 Residential Wiring**

4 credits (2:4)

(Prerequisite: ELT 108)

This course will cover the basics of residential electrical wiring. Students will learn both theory of electricity, as well as how to install and troubleshoot wiring problems.

**ELT 140 National Electrical Code I**

4 credits (4:0)

(Prerequisites: ELT 101, 111, and ELT 108.)

This course covers the first part of the National Electrical Code on residential and commercial wiring. This will include definitions, requirements for electrical installation, wiring design and protection, methods and materials, and equipment for general use.

**ELT 141 National Electrical Code II**

4 credits (4:0)

(Prerequisite: ELT 140)

This course covers the second part of the National Electrical Code on industrial wiring. This will include definitions, requirements for electrical installation, wiring design and protection, methods and materials, and equipment for general use, including lighting requirements.

**ELT 150 Transformers**

2 credits (1:2)

(Prerequisite: ELT 107)

In this course, students will learn the basic electrical and magnetic principles as applied to transformers, as well as advanced principles of transformer operations. The course will also cover safety, standards for electrical devices, maintenance, and troubleshooting.

**ELT 160 Commercial Wiring**

4 credits (2:4)

(Prerequisites: ELT 108, 140)

This course covers all aspects of commercial wiring. Included in this course will be the reading of commercial blueprints, application of knowledge to hands-on applications of commercial wiring techniques, and safety.

**ELT 170 Lab / OJT**

0 credits

Apply classroom knowledge to an actual work situation. OJT/Internship will provide students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff, and each student to provide a variety of actual job experiences directly related to the student’s career goals.

**ELT 210 Industrial Wiring**

4 credits (2:4)

(Prerequisites: ELT 107, ELT 160)

This course covers all aspects of industrial wiring. Included in this course will be the reading of industrial blueprints, application of knowledge to hands-on applications of industrial wiring techniques, safety, conduit bending and systems, and sizing of feeders and circuits for motor systems.

**ELT 220 Motor Control**

4 credits (2:4)

(Prerequisites: ELT 107, ELT 160)

Students will learn construction and operation of pilot devices, motor starters, control circuits, single-phase, and three-phase motors. Basic motor control circuits are constructed from a schematic or ladder diagram. Students will troubleshoot basic motor control circuits and study current and overload protection for motors.
ELT 225 Programmable Logic Control  
3 credits (2:2)  
(Prerequisite: ELT 107, ELT 220)  
This course will cover additional motor control features, such as programmable logic controllers (PLCs), relays, timers, sensing devices, system integration, and preventive maintenance and troubleshooting.

ELT 250 Generators and Emergency Systems  
3 credits (1:4)  
(Prerequisite: ELT 210, Corequisite: ELT 225)  
Students will work with the installation, termination, and testing of various voice, data, and video cabling systems. They will understand the installation of electric circuits in health care facilities, including the requirements for life safety and critical circuits. In addition, the course covers the NEC requirements for electric generators and storage batteries. Fire alarm control units, Digital Alarm Communicator Systems (DACS), wiring for alarm initiating and notification devices, and alarm system maintenance will also be covered.

ELT 255 Advanced Automation & Controls  
2 credits (2:2)  
Upon completion of the course, students will have a comprehensive overview of applications and operating principles of solid-state controls, reducing-voltage starters, and adjustable frequency drives. The course covers a basic overview of HVAC systems and their controls, electrical troubleshooting and NEC requirements.

ELT 260 Journeyman Exam Prep  
4 credits (4:0)  
(Prerequisites: ELT 111, ELT 140, ELT 141, ELT 160, and ELT 210.)  
This course will prepare the student to take the Journeyman Electrician Exam. The course will cover all components of the exam—terminology, formulas, wiring methods, over current protection, calculations and sample examinations.

ELT 271 OJT / Internship  
0 credits  
Apply classroom knowledge to an actual work situation. OJT/Internship will provide students with on-the-job experience under the supervision of professionals in the industry. The work will be developed cooperatively with area employers, college staff, and each student to provide a variety of actual job experiences directly related to the student’s career goals.

FIRE SCIENCE TECHNOLOGY

FIR 110 Hazardous Material  
3 credits (2:2)  
The course offers an operational level component and application of hazardous materials. Content includes identification and classification of hazardous materials, physical and chemical properties of hazardous materials, planning, mitigation, and response to hazardous materials incidents. The course utilizes the analysis of case history and the application of learned principles to simulated exercises.

FIR 115 Firefighter I  
3 credits (1.5:3)  
This course meets all requirements for Firefighter I certification. Students will be provided the opportunity to take the third-party certification test.

FIR 116 Firefighter II  
3 credits (1.5:3)  
(Prerequisite: FIR 115 and FIR 121)  
This course meets all requirements for Firefighter II certification. Students will be provided the opportunity to take the third-party certification test. Students will train in department organization, safety, fire behavior, portable extinguishers, personal protective equipment, tools, ladders, fire hose, appliances and streams, overhaul, rescue and water supplies. Additionally, students will learn about fire alarms and communications, forcible entry, ventilation, ropes, control, salvage, cause and origin, detection, alarm and suppression systems, prevention, public education, cause determination, building construction, emergency medical care and hazardous materials. Upon successful completion of this course students will take the Firefighter II Certification Test and be prepared for entry level positions in Firefighting.

FIR 121 Fire Science Hydraulics and Water Supply  
3 credits (2.5:1)  
This course will provide the basic knowledge to understand and identify the principles of hydraulics when applied to fire protection and fire operations. Students will be able to identify fluid in motion, water supplies, fire pump operation, fire suppression systems and types of fire service pumps.

FIR 125 Building Construction  
3 credits (3:0)  
Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: This class provides an understanding of construction types from fire resistive materials such as brick, block, concrete, and steel to wood frame structures. These typical single family and multifamily residential or business occupancies may be balloon frame, “stick built” with full dimensional lumber, or engineered components. The structural members of floor and roof systems are discussed as they related to their intended and what they do under live and dead loads while under the stress of fire and suppression activities. Openings such as windows, doors, skylights, and ventilation shafts are discussed as they related to firefighting, search and rescue profile.
HEATING, VENTILATION, AIR CONDITIONING

HVA 104 Electrical Fundamentals 4 credits (2:4)
(Prerequisites: ENV 102)
Upon successful completion of this course, the student should be able to identify electrical components. The materials in this course will prove useful to service technicians whose background in electricity is limited. This course will provide practice in application of electrical theory, as well as in the interconnection of components of heating and cooling systems.

HVA 109 Controls and Motors 2 credits (1:2)
(Prerequisite: ENV 102, HVA 104)
In this course, students identify different types of motors and acquire an understanding of the internal parts of the motors. Students will be able to identify the difference in start and run capacitors. The course also covers transformers, relays, switches and fuses.

HVA 114 Heating Systems Fundamentals 3 credits (1:4)
(Prerequisite: ENV 102, HVA 104, HVA 109)
Upon successful completion of this course, the student should be able to identify all the components and accessories and their relation to the functions of residential heating systems. Topics include: natural gas, propane, forced air and hydronic-types of equipment. Emphasis is on the electrical diagrams and mechanical principles of operation of these systems, as well as practical instruction in service diagnosis procedures and techniques for efficient operation, maintenance, troubleshooting and repair of these systems.

HVA 119 HVAC Fundamentals 4 credits (2:4)
(Prerequisites: ENV 102)
Students learn to identify the function of the basic components of an air-conditioning system. Topics include: refrigerant piping, flare connections, soldering, brazing, temperature and pressure measurements, as well as trade math.

HVA 124 Compressor and Refrigeration Controls 2 credits (1:2)
(Prerequisites: ENV 102, HVA 119)
This course covers different types of compressors and their functions, as well as the complete Freon circuit of commercial refrigeration units. The student will be able to name the components in the systems, and have an understanding of how refrigerant flows through systems and be able to verify the state that the Freon is in throughout the system.

HVA 129 Sheet Metal Layout and Fabrication 1 credit (.5:1)
(Prerequisites: ENV 102)
Upon successful completion of this course, the student should be able to identify the components, equipment and operation for sheet metal layout and fabrication. Students are provided opportunities to apply the methods learned. Patterns are fabricated and joined into a line of fittings.

HVA 134 Refrigeration Fundamentals 1 credit (.5:1)
(Prerequisites: ENV 102, HVA 119, HVA 124, HVA 129)
This course covers cover color coding, CFC, HCFC and HFC refrigerant types. The students will also use temperature-pressure charts. This course will cover business tips and charging procedures for coolers and freezers.

HVA 154 Gas Heating 4 credits (2:4)
(Prerequisite: ENV 102, HVA 104, HVA 109, HVA 114)
This course goes farther in depth on maintenance and troubleshooting of residential gas heating systems. Topics include: thermostats, safety controls, blowers, gas pressure, air flow, heat exchangers, service and ECM motors.

HVA 159 A/C, Heat Pumps, Electric Heat 4 credits (2:4)
(Prerequisite: ENV 102, HVA 104, HVA 109, HVA 114, HVA 154)
Students learn to identify all the components and accessories and their relation to the functions of residential air conditioning systems. Topics covered include: electric air conditioner condensing units, metering devices, and refrigerants. Students will identify the function of all components and accessories of all electric and dual heat pump systems. Additional topics include: electric heat and heat pump fundamentals, principles and applications; refrigerant flow controls; defrost cycle controls; heat pump thermostats; indoor air distribution; dual fuel controls; and change-over stats. Emphasis is on the electrical diagrams and mechanical principles of operation, as well as practical instruction in service and diagram procedures and techniques for the efficient operation, maintenance, troubleshooting and repair of these systems.

HVA 164 RTU Heating and A/C 1 credit (.5:1)
(Prerequisite: ENV 102, HVA 104, HVA 114, HVA 154, HVA 159)
This course covers Roof Top Units, air conditioning, heating, motors, and controls. Emphasis is on the electrical diagrams and mechanical principles of operation, as well as practical instruction in service and diagram procedures and techniques for the efficient operation, maintenance, troubleshooting and repair of these systems.
HVA 169 Commercial Refrigeration, Evaporators, Recovery, Condensers  
2 credits (1:2)  
(Prerequisite: ENV 102, HVA 104, HVA 124, HVA 129, HVA 134)  
This course covers temperature ranges, TD’s, evaporators, defrost, recovery, evacuation, condenser split and cleaning condensers and evaporators. The course will also cover refrigeration, evaporators, and condensers in great detail.

HVA 174 EPA 608  
1 credit (1:0)  
This course prepares students for the EPA Section 608 exam. Topics covered include the legal handling of refrigerants, cooling equipment components and basic refrigeration theory, substitute refrigerants and oils, refrigerant cylinder safety procedures, ozone depletion, the Clean Air Act no Venting Law, EPA regulations, and safety and recovery procedures for Type I, II and III technicians.

HVA 179 Commercial Refrigeration Compressors, Metering Devices and Controls  
2 credits (1:2)  
(Prerequisite: ENV 102, HVA 119, HVA 124, HVA 129, HVA 134, HVA 169, HVA 174)  
This course covers types of compressors and their failures, how to figure compression ratios, superheat and troubleshooting TEVs and cap tubes.

HVA 184 Workplace Skills  
1 credit (1:0)  
Students learn the job skills necessary to have a successful career in the field of their choice. Topics include: listening skills, oral communication, human relations, decision making, problem solving, teamwork, time and resource management, work ethics and career planning.

HVA 189 Commercial Refrigeration Troubleshooting, Motor Controls and Ice Machines  
3 credits (1:4)  
(Prerequisite: ENV 102, HVA 119, HVA 124, HVA 129, HVA 134, HVA 169, HVA 174, HVA 179, HVA 184)  
This course covers troubleshooting for the refrigeration circuit in great detail, as well as troubleshooting motors and controls, and ice machine service and troubleshooting.

MED 101 Medical Professional Issues  
2 credits (2:0)  
This course focuses on the basic concept of professional practice of medicine and the role and function of the medical assistant. Students discuss the personal and professional characteristics and legal and ethical standards for medical assistants, explore professional and personal therapeutic communication, and address time management and goal setting.

MED 105 Emergency Preparedness  
1 credit (5:1)  
Provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within their scope of practice of their profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively and to be competent and safe responders.

MED 110 Human Body in Health and Disease  
3 credits (2:2)  
This course focuses on the basic structure and function of the human body, from cells through systems to the human organism, with emphasis on the interaction of systems and physiological functions.

MED 112 Patient Care I  
4 credits (1:6)  
This course introduces basic clinical skills necessary for medical assistants. Presents aseptic practices for the medical office and studies patient interaction such as interviewing, obtaining, evaluating, and documenting vital signs and assisting with basic physical exams and testing.

MED 113 Medical Administrative Aspects  
4 credits (4:0)  
This course covers the administrative skills of the healthcare team member. These skills include effective telephone techniques, scheduling patients for appointments, management of facilities, records management, and use of office equipment.

MED 117 Pharmacology  
3 credits (1:5:3)  
Focus is on the medical assistant’s role in the calculation, preparation, and administration of various medications. Studies include: administration of injectable, topical, oral and buccal medications. Return demonstrations are also required.

MED 120 Diagnostic Procedures  
2 credits (1:2)  
Course content focuses on the specialized procedures associated with the human body systems covered in MED 110 Human Body in Health and Disease.

MED 122 Patient Care II  
6 credits (2:8)  
(Prerequisites: MED 111, MED 117)  
This course focuses on expanding the knowledge gained in MED 112 Patient Care I and MED 117 Pharmacology. It presents more complex and independent procedures performed by the medical assistant, such as surgical procedures, physical therapy, sterile procedures, emergency procedures and medication administration by injection.
MED 125 Clinical Laboratory Procedures 4 credits (2:4)  
(Prerequisites: minimum grade of 80% and 90% attendance.)  
This course addresses the role and function of the professional in the clinical laboratory setting. Topics include safety, Clinical Laboratory Improvement Act of 1988 (CLIA) government regulations, and quality assurance in the laboratory. Students learn concepts and perform procedures in the different departments of the laboratory, including specimen collection, and performance of CLIA 88 low, and/or moderate, complexity testing. Students will demonstrate competency in phlebotomy, and a wide variety of techniques used to collect, process and test specimens.  
MED 131 Clinicals for the Medical Assistant 4 credits (0:0:4)  
(Prerequisite: Verification of complete immunization, flu vaccine, and TB testing, 90% attendance and an 80% average in program coursework.)  
This is the application phase of the Medical Assistant program which is designed to give students an opportunity to apply and practice the principles and procedures learned while participating in supervised, non-remunerative clinical experiences in physicians’ offices and clinics. Students are expected to adapt to the rules and routines of the individual medical office. Evaluation is based on the student’s preparation for duties, active participation, attendance, and professionalism.  
MACHINE TOOL TECHNOLOGY  
MTT 111 Bench Work 1 credit (.5:1)  
(Prerequisite: ENV 102)  
Students will be provided the opportunity to learn and practice bench work skills, such as filing, drilling, tapping, deburring and layout for projects. They will gain valuable practical experience in the use of various hand tools by producing basic bench work projects. Topics will include safety, print reading, job planning, and quality control.  
MTT 116 Print Reading 3 credits (3:0)  
Students will learn to identify basic lines, views and abbreviations used in blueprints, interpret basic 3D sketches using orthographic projections and blueprints, determine dimensions of features of simple parts, sketch simple parts with dimensional measurements, determine dimensions of a multi-feature part, and interpret GDT symbols, frames and datums.  
MTT 122 Quality Control and Inspection 1 credit (1:0)  
Students are introduced to the science of dimensional metrology and its applications to ensure form and function of machined parts and assemblies using semi-precision and precision measuring instruments.  
MTT 130 Special Projects 3 credits (0:6)  
This is an advanced course designed for students to apply their knowledge and skills to various types of machining projects. Students must meet exact verbal specifications, sketch the verbal specifications if no blueprints are provided and/or produce machined parts from blueprints.  
MTT 140 Machining I 3 credits (2:2)  
(Prerequisites: ENV 102, MTT 116 and MTT 122)  
Students will learn to conduct job hazard analysis for conventional mills and lathes, develop math skills for machine tool operations, perform preventive maintenance and housekeeping on conventional mills and lathes, select work holding devices for mills, lathes and other machine tools, calculate feeds and speeds, remove material using milling and turning processes, align a milling head, use a vertical mill to center drill, drill and ream holes, change tools and tool holders on milling machines, and maintain saws and grinders.  
MTT 210 Metallurgy 1 credit (1:0)  
Students learn the metallurgical terms and definitions in an effort to understand the behavior and service of metals in industry. Characteristics during heating, cooling, shaping, forming, and the stress related to their mechanical properties are covered, as well as the theory behind alloys, heat treatment processes and wear resistance.  
MTT 215 Machining II 3 credits (1:4)  
(Prerequisite: MTT 140)  
Students learn to perform basic trigonometric functions, and perform other procedures such as I.D. boring and facing operations, planning a sequence for machining operations, aligning work pieces, use work holding devices, jigs and fixtures, performing threading operations on lathes, machining keyways on a vertical mill, inspecting and dressing grinding wheels, performing O.D. and I.D. tapering operations, machining parts using milling cutters and milling machines, and tapping holes on a vertical mill.  
MTT 230 CNC Operations 3 credits (2:2)  
Students become acquainted with the history of Numerical Control (NC) and Computer Numerical Control (CNC) machines and will be introduced to a CNC machine used in the precision machining trades.  
MTT 232 CNC Mill Operations 3 credits (1:4)  
(Prerequisite: ENV 102, MTT 116, MTT 122, MTT 230)  
While working in the laboratory or on the job, students will identify the safety guidelines and principles of numerically controlled machining. Students will
demonstrate an understanding of the coordinate system used in numerical control, basic axis movements, NC machine operations, cutter center line offsets, the NC programming process, and programming codes.

**MTT 233 CNC Lathe Operations**
3 credits (1:2)
(Prerequisite: ENV 102, MT 116, MTT 122, MTT 230)
While working in the laboratory or on the job, students will identify the safety guidelines and principles of numerically controlled machining. Students will demonstrate an understanding of the coordinate system used in numerical control, basic axis movements, NC machine operations, cutter center line offsets, the NC programming process, and programming codes.

**MTT 235 Workplace Ethics**
2 credits (2:0)
Students study human relations and professional development that exists in today’s rapidly changing world so that they become better prepared for living and working in a complex society. Topics include: human relations, job acquisition, job retention, job advancement, and professional image skills.

**MTT 242 Feature CAM Mills**
3 credits (2:2)
(Prerequisite: MTT 230)
Students generate parts using features such as a tapped hole, a boss, or a turned groove and the operations are automatically created. Students manage the details of the manufacturing processes such as tool selection, speed and feed rates, and tool paths.

**MTT 243 Feature CAM Lathes**
3 credits (2:2)
(Prerequisite: MTT 230)
Students generate parts using features such as a turning, boring, or threading and the operations are automatically created. Students also manage the details of the manufacturing processes such as tool selection, speed and feed rates, and tool paths.

**NURSING (PN & ADN)**

**NUR 100 KSPN Foundations of Nursing**
4 Credits (4:0:0)
(Prerequisite: Admission to the PN program, and concurrent enrollment in NUR 101)
This course utilizes the nursing standards of practice based on principles of biology, psychosocial, spiritual and cultural to meet the needs of clients throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety and therapeutic communication. Concepts and skills are enhanced in subsequent courses.

**NUR 101 KSPN Foundations of Nursing Clinical**
2 Credits (0:0:2)
(Prerequisites: Admission to the PN program, and concurrent enrollment in NUR 100)

This course explores the art and science of nursing. Emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced. Pass/Fail grading scale; not calculated into GPA.

**NUR 104 KSPN Fundamentals of Pharmacology and Safe Medication Administration**
2 Credits (2:0:0)
(Prerequisite: Admission to the PN program)
This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body. The nursing process is used as the framework for ensuring safe and effective nursing care for clients across the lifespan.

**NUR 112 KSPN Nursing Care of Adults I**
5 Credits (5:0:0)
(Prerequisite: NUR 100, NUR 101 and concurrent enrollment in NUR 113)
This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

**NUR 113 KSPN Nursing Care of Adults I Clinical**
3 Credits (0:0:3)
(Prerequisite: NUR 100, NUR 101 with concurrent enrollment in NUR 112).
This course includes simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and long-term care setting. An emphasis is placed on critical thinking and clinical decision-making skills. Pass/Fail grading scale; not calculated into GPA.

**NUR 120 KSPN Care of Aging Adults**
2 Credits (2:0:0)
(Prerequisites: NUR 105, NUR 112 & NUR 113)
This course is designed to explore issues related to the aging adult using the nursing process as the organizing framework. Also discussed are the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients.

**NUR 125 KSPN Maternal Child Nursing**
2 Credits (2:0:0)
(Prerequisites: NUR 132, NUR 133, and concurrent enrollment in NUR 126)
This course focuses on pre- and post-natal maternal nursing care, as well as, the care of children from infancy to adolescence. Emphasis is given to normal reproduction and frequently occurring biological, cultural, spiritual and psychosocial needs of the child-bearing and childrearing family.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Requirements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 126</td>
<td>KSPN Maternal Child Nursing Clinical</td>
<td>1</td>
<td>-</td>
<td>This clinical course applies concepts from Maternal Child I. Emphasis is placed on the nursing process and meeting the basic needs of the maternal child client. Pass/Fail grading scale; not calculated into GPA.</td>
</tr>
<tr>
<td>NUR 132</td>
<td>KSPN Nursing Care of Adults II</td>
<td>5</td>
<td>- (Prerequisites: NUR 104, NUR 112, NUR 113, and concurrent enrollment in NUR 133)</td>
<td>This course focuses on the effect of disorders of selected systems throughout the lifespan using the nursing process in meeting basic needs. Prevention, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.</td>
</tr>
<tr>
<td>NUR 133</td>
<td>KSPN Nursing Care of Adults II Clinical</td>
<td>3</td>
<td>- (Prerequisites: NUR 104, NUR 112, NUR 113, and concurrent enrollment in NUR 132)</td>
<td>This experience uses simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skill development. Principles of leadership for the practical nurse will be implemented, as well as multi-task management skills for transition as a practical nurse.</td>
</tr>
<tr>
<td>NUR 135</td>
<td>KSPN Mental Health Nursing</td>
<td>2</td>
<td>- (Prerequisites: NUR 104, NUR 112, and NUR 113)</td>
<td>This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the mental health client.</td>
</tr>
<tr>
<td>NUR 140</td>
<td>Leadership, Roles and Issues</td>
<td>1</td>
<td>- (Prerequisites: NUR 104, NUR 112, NUR 113)</td>
<td>This seminar-style course provides orientation to the LPN role and responsibilities. Seminar sessions will be held during the spring semester.</td>
</tr>
<tr>
<td>NUR 199</td>
<td>Intravenous Therapy for LPNs</td>
<td>3</td>
<td>- (Prerequisite: LPN license)</td>
<td>This course follows the curriculum specified by the Kansas State Board of Nursing (KSBN) designed to prepare Licensed Practical Nurses (LPNs) for a limited practice of intravenous therapy. After successful completion of the course, the LPN will be issued a certificate of completion and can use the credential LPN-IV. Registered nurses are also eligible to take the course.</td>
</tr>
<tr>
<td>NUR 200</td>
<td>LPN to RN Transition</td>
<td>1</td>
<td>- (Prerequisite: Admission to the program)</td>
<td>This course focuses on the role transition from LPN to RN. Emphasis is placed on the nursing process, communication, and critical thinking skills. Program concepts are taught. Personal effects of change. Principles of evidence-based nursing research to guide teaching/learning. Understand regulatory framework under which nursing practices.</td>
</tr>
<tr>
<td>NUR 205</td>
<td>Health Assessment and Advanced Nursing Skills</td>
<td>3</td>
<td>- (Prerequisite: Admission to the program)</td>
<td>This course focuses on the skills necessary to complete a comprehensive and focused health assessment of patients, and on IV therapy. Health assessment includes history taking, identification of risk factors, and physical assessment techniques for patients of all ages. Specific body systems are emphasized. Principles and practice of IV therapy are emphasized. Lab time will be used to practice skills. Competency testing will be done for physical assessment and IV therapy skills.</td>
</tr>
<tr>
<td>NUR 210</td>
<td>Complex Care need of the Mental Health and Maternal Child Populations</td>
<td>8</td>
<td>- (Prerequisite: NUR 200, NUR 205 with a grade of “C” or better)</td>
<td>This course focuses on mental health and maternal-child and pediatric patients. Health promotion, illness prevention, and maintenance of health are emphasized in either acute or chronic conditions. Within the maternal child population, the focus will be on high-risk mothers and babies. The nursing role is emphasized. Emphasis in preventive, supportive, and therapeutic care is offered through clinical experiences in the care of the obstetrical patient and newborn, child, and adolescent and in mental health care settings.</td>
</tr>
<tr>
<td>NUR 220</td>
<td>Complex Care Needs of the Adult</td>
<td>10</td>
<td>- (Prerequisite: NUR 210 with a “C” or better)</td>
<td>This course focuses on the nursing care of adults with complex medical-surgical acute or chronic conditions. The expansion of the nursing role to families and groups is emphasized. Health promotion, illness prevention, and maintenance of health are emphasized.</td>
</tr>
<tr>
<td>NUR 230</td>
<td>Nursing Leadership and Management</td>
<td>2</td>
<td>- (Prerequisite: NUR 210 with a “C” or better)</td>
<td>This course focuses on nursing leadership and management as it applies to an ADN-prepared nurse working within a health care system. Current issues affecting the nursing profession and healthcare are also discussed.</td>
</tr>
</tbody>
</table>
POLICE SCIENCE

PLS 100 Introduction to Criminal Justice
3 credits (3:0)
Introduction to the historical development, the processes, the purposes, and the issues faced by the three main components of the criminal justice system, the police, courts, and corrections. The course will evaluate how these issues affect the components resulting in the administration of justice in today’s society. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

PLS 101 Criminal Investigation
3 credits (3:0)
(Prerequisite: PLS 100)
This course explores the basics of issues concerning investigative techniques. Topics covered include effective interview and interrogation techniques, crime scene management, identification, and proper collection of evidence, lab processes used for evidence, crime scene documentation methods, case preparation, and courtroom presentation.

PLS 105 Criminal Procedures
3 credits (3:0)
(Prerequisite: PLS 100)
Introduces basic court system procedures and the jurisdiction of the courts. It also focuses on the constitutional and other legal requirements that affect law enforcement practices and procedures. Specific topics include confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence.

PLS 107 Juvenile Delinquency and Justice
3 credits (3:0)
(Prerequisite: PLS 100)
Examines the historical precedents and philosophical reasons for treating juveniles differently from adults. Reviews empirical evidence about child development that can illuminate the reasons for their special status within the system. It will study the major theories that have been proposed as explanations of delinquent behavior. The course will also provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institution.

PLS 109 Criminal Law
3 credits (3:0)
(Prerequisite: PLS 100)
Examines the history, scope and nature of law. It focuses on the parties to a crime; classification of offenses; criminal acts and intent; the capacity to commit crime; and criminal defenses. It will cover the elements of misdemeanor and felony crimes.

PLS 110 Professional Responsibility in Criminal Justice
3 credits (3:0)
(Prerequisite: PLS 100)
This course explores the major components involved in the study of ethics and applies those components to the field of criminal justice. Focus is placed on the code of conduct and ethics of those employed in the criminal justice field. The goal of the course is to produce professionals who are not only critical thinkers, but who have the skills necessary to pursue sound ethics in their day-to-day decisions and activities.

PLS 115 Law Enforcement Operations and Procedures
3 credits (3:0)
(Prerequisite: PLS 100)
Examines the role of police in society and the application of key concepts to policing scenarios. Students identify, discuss and assess critical police practices and processes to include deployment, arrest procedures, search strategies and other operational considerations.

PLS 120 Criminal Justice Interview and Report Writing
3 credits (3:0)
(Prerequisite: PLS 100)
Focuses on the unique types of writing required in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system.

PLS 125 Introduction to Corrections
3 credits (3:0)
(Prerequisite: PLS 100)
This course serves as a general introduction to corrections and its relationship to other areas of the criminal justice system. It addresses the needs of those individuals who are seeking general information about the correctional process. This course reviews corrections in America, probation, parole, survey’s correctional careers and correctional theory.

PLS 130 Agency Administration
3 credits (3:0)
(Prerequisite: PLS 100)
Conducts a practical analysis of modern administration theory and supervisory, management principles and their application to the unique operating problems of criminal justice organizations.

PLS 140 Crime Scene Investigation
3 credits (3:0)
(Prerequisite: PLS 101)
This course teaches the techniques in the collection, presentation, analysis and interpretation of physical evidence: footprints, tool marks, hair, blood, fibers, stains, handwriting, fingerprints, and ballistics. This includes scene searches, recording, and some photography. This course is a study of procedures and practices most commonly confronting law enforcement.
officers in the administration of criminal law regarding evidence preservation, collection, and examination.

PLS 150 Psychology of Crime  
3 credits (3:0) 
(Prerequisite: PLS 100)  
This course examines the role of psychology in contributing to our understanding of criminal behavior and criminal justice system processes. The course will review our current understanding of the criminal mind and the psychological explanations associated with the commission of violent crime, homicide, sexual assault, multiple murder, terrorism, property crime, and substance abuse.

PLS 160 Prevention and Deterrence of Crime  
3 credits (3:0) 
(Prerequisite: TBD)  
The course goal is to provide the upper-level undergraduate student with a real-world familiarity of working crime prevention efforts and techniques at the local and Federal levels. In-use and theoretical models will be discussed to determine the current state of public, private, and institutional efforts to minimize crime and criminal acts.

PSS 100 Introduction to Public Service Careers  
3 credits (3:0)  
(Only offered to USD 305 high school students)  
This course develops a realistic awareness and understanding of law and public safety careers using research and hands-on student projects. The case study approach to all five career cluster pathways gives students an understanding of the fact that there are strong connections between what classroom knowledge and skills mean when they are applied to everyday life. The course includes exploring connections between the corrections system and anger, dropouts and chemical dependency; emergency management responding to a fire and unidentified hazardous materials and using the Incident Command System; security in cyberspace, national security and electronic crime; using law enforcement to solve a cold case, evaluate conditions of employment and analyze historical cases; reliable evidence, the RICO act and rules of evidence in legal services.

PSS 101 Introduction to Emergency Communications  
3 credits (3:0)  
This course provides an introduction. This position is typically tasked with receiving, processing, transmitting, and conveying public safety information to dispatchers, law enforcement officers, firefighters, emergency medical, and emergency management personnel. This course seeks to define training and certain knowledge and skills for various public service agencies as related to emergency communications.

WELDING TECHNOLOGY

WEL 105 Welding Theory  
3 credits (3:0)  
This course prepares students to work in an industrial welding shop setting. Students will study the cause and prevention of accidents in shop and in the industry, along with first aid and emergency. Safety, housekeeping, and the proper use and maintenance of tools and equipment are emphasized.

WEL 106 Cutting Processes  
3 credits (1.5:3)  
(Prerequisites: ENV 102, WEL 111. Corequisite: WEL 112)  
This course introduces metal cutting and will include cutting of ferrous and nonferrous materials with manual, motor driven, and oxy-fuel shape cutting equipment. Plasma-arc cutting (PAC) and carbon arc cutting (CAC-A) will be included along with an introduction of safety, equipment, and the basic fundamentals of cutting processes.

WEL 111 Shielded Metal Arc Welding  
3 credits (1.5:3)  
This course includes hands-on application of industrial welding components including safety, identification, set up, and use of shielded metal arc welding (SMAW) equipment. Students perform a variety of welds in the flat and horizontal positions with various electrodes.

WEL 112 Shielded Metal Arc Welding II  
3 credits (1.5:3)  
(Prerequisites: ENV 102, WEL 105 and WEL 111. Corequisite: WEL 106.)  
This course continues the study of shielded metal arc welding while providing a more in-depth instruction on the identification, set up, and use of shielded metal arc welding in an industrial setting. The course also reviews safety and equipment maintenance.

WEL 115 Gas Metal Arc Welding  
3 credits (1.5:3)  
(Prerequisite: ENV 102, MAT 101, WEL 105, WEL 106, WEL 111, WEL 112, and WEL 150.)  
This course includes instruction on proper equipment set up, the development of technical and manipulative skills, and performance of correct safety precautions and techniques utilized in gas metal arc welding (GMAW).

WEL 116 Gas Tungsten Arc Welding  
3 credits (1.5:3)  
(Prerequisite: ENV 102, MAT 101, WEL 105, WEL 106, WEL 111, WEL 112, WEL 115, WEL 150, WEL 215, and WEL 223.)  
This course introduces the basic principles and fundamentals of gas tungsten arc welding. Students learn to safely set the power source of Gas Tungsten Arc Welding (GTAW) equipment to the correct parameters. Students perform GTAW welds on various metals, and in multiple positions, while meeting industry standards.
WEL 120 Fabrication and Production
3 credits (1.5:1.5)
(Prerequisite: ENV 102, MAT 101, WEL 105, WEL 106, WEL 111, WEL 112, and WEL 150.)
This course covers welding processes used in the industry, including arc, oxyacetylene, MIG, soldering, brazing, and fabrication. Spot welding testing, safety procedures and robotic equipment are also covered in the course.

WEL 150 Welding Blueprint Reading
3 credits (3:0)
(Prerequisite and/or Corequisite: ENV 102, MAT 101 and WEL 111, WEL 105)
This course is an introduction to blueprint reading and drawing procedures used in the production and fabrication areas of the welding industry. This course involves shape description, size description, and freehand sketching. It incorporates the reading and drawing of welding symbols, as well as interpretation of industrial drawings used in the welding industry. The course includes: applied math for welders, consisting of a review of fractions, decimals, percentages, ratio/proportion calculations, and tape measure reading. This course also includes applications to live welding projects.

WEL 175 Special Topics in Welding
1 credit
Explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation; correlate GMAW electrodes classifications with base metals and joint criteria; build pads of weld beads with 0.35 wire in the flat position; build pads of weld beads produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds. At the end of this class students will submit a questionnaire paper on what they have learned to receive this one credit.

WEL 215 Gas Metal Arc Welding II
3 credits (1.5:3)
(Prerequisite: ENV 102, MAT 101, WEL 105, WEL 106, WEL 111, WEL 112, WEL 115, and WEL 150.)
This course continues the development of skills and knowledge of gas metal arc welding. It includes a review of safety precautions and procedures and proper equipment set up. Advanced techniques on joint preparation and welding in all positions are emphasized.

WEL 216 Gas Tungsten Arc Welding II
3 credits (1.5:3)
(Prerequisite: ENV 102, MAT 101, WEL 105, WEL 106, WEL 111, WEL 112, WEL 116, and WEL 150.)
This course continues the study of the principles and fundamentals of gas tungsten arc welding. Students review procedures to safely set the power source of a Gas Tungsten Arc Welding (GTAW) to the correct parameters. Students will continue to develop their skills in performing GTAW welds on various metals, and in multiple positions, while meeting industry standards.

WEL 223 Core Wire Welding
3 credits (1.5:2)
(Prerequisite: MAT 101, WEL 105, WEL 106, WEL 111, WEL 112, WEL 115, WEL 150, and WEL 215.)
This course provides instruction in the use of a variety of core wire electrodes. The student will develop skills and knowledge in using various metals and joints and in performing various welds in all positions.

GENERAL EDUCATION

ART 100 Introduction to Drawing
3 credits (3:0)
This is introduction to drawing for art and non-art majors class focuses on observation and representation from a variety of sources. Students will begin with basic skills in perception, development of technique, and use a variety of art materials. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

ART 110 Art History I
3 credits (3:0)
An in-depth study of the outline and historical significance of world art from Prehistoric times up to the Renaissance in chronological order.

ART 120 Art History II
3 credits (3:0)
An in-depth study of the outline and historical significance of world art from the Renaissance to the 21st century in chronological order.

BIO 105 General Biology
5 credits (3:4)
(Prerequisites: Qualifying placement test Reading score or concurrent enrollment in REA 090; qualifying placement test Writing score or ENG 100.)
This course enables students to apply basic biological principles to appropriate daily situations. Students will apply the scientific process to problem solving and deductive reasoning to analyze and interpret observations. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

BIO 150 Human Anatomy and Physiology
5 credits (3:4)
This course provides a physio-chemical study of the systems forming the human body. The course will focus on the relationships between the systems and the maintenance of a homeostatic condition within the body. Diseases, defects, and abnormalities are covered with each system. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.
BIO 200 Microbiology 5 credits (3:4)
This course will provide a study of the morphology, physiology, and classification of microorganisms associated with disease. The course will also focus on methods of disease prevention through sanitation, disinfection and sterilization, sources and means of infection, and body defenses.

CHM 101 General Chemistry 5 credits (3:4)
Atomic theory, chemical bonding, chemical reactions, energy, gasses, solids, liquids, and solutions. Laboratory experiments include analysis, synthesis and acquisition of quantitative data. Lecture and lab. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

COM 102 Interpersonal Communication 3 credits (3:0)
(Prerequisites: Qualifying placement test Reading score or concurrent enrollment in REA 090.)
This course is a broad introduction to interpersonal communication, which focuses on the principles of effective speech communication in small groups and one-on-one relationships. Students develop an understanding of the dynamic and complex system involved in human communication. Theory and practice of interpersonal communication are studied and applied to a variety of life situations. The course focuses on perception, self-concept, listening, conflict, language, stereotyping, shyness, disclosure, friendship, and communication in interpersonal relationships nonverbal communication and culture as they relate to interpersonal relationships. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

COM 105 Public Speaking 3 credits (3:0)
(Prerequisites: Qualifying placement test Reading score or concurrent enrollment in REA 090.)
This course will emphasize the fundamental basics of favorable private and public speaking experiences. The course will cover speech organization, development of ideas, delivery, listening, peer and audience analysis, and understanding of all types of public speeches. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

CSA 105 Introduction to Computer Applications and Concepts 3 credits (1.5:3)
(Prerequisites: Qualifying placement test Reading score or concurrent enrollment in REA 090.)
This course is an overview of basic computer operations, computer applications, ethics, and hardware. Skills gained in this course will provide a foundation for using technology in other courses. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

ECO 105 Principles of Microeconomics 3 credits (3:0)
Attention will be given to the methods of producing the goods and services that our economy provides. The following areas are explored: Supply, demand, pricing, scarcity, business firms and business costs, private enterprise, monopolies, oligopolies, collusion, unions and collective bargaining, business antitrust and public interest, incomes, wages and salaries, income distribution, taxes and tax reform. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

ECO 110 Principles of Macroeconomics 3 credits (3:0)
A study of basic macroeconomic concepts, principles, and terminology. Attention is given to supply and demand, national income, unemployment, money and banking, international trade and finance. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

ENG 090 Basic Writing 3 credits (3:0)
This course is designed to help students improve their writing skills and prepare them for ENG 100 and ENG 101 by providing instruction and practice in writing clear and effective sentences, paragraphs, and short essays. Students will use the writing process of planning, drafting, and revising. By successfully completing Basic Writing, students will be eligible for Technical Writing and English Composition 1. Pass/Fail grading scale; not calculated into GPA. (Note: credit for this course does not apply for transfer or a degree.)

ENG 100 Technical Writing 3 credits (3:0)
(Prerequisite: Qualifying placement test score.)
Technical Writing is an introduction to technical and professional workplace writing. The course emphasizes the writing process to compose technical documents (e.g., memo, email, letter, instructions, proposal, and report) with attention to document design, graphics, and readability. Other emphasizes include job search skills (cover letter, résumé, and interview), oral presentations, and research skills.

ENG 101 English Composition I 3 credits (3:0)
(Prerequisite: Qualifying placement test Writing score or ENG 100 or ENG 103.)
This course is an introduction to expository writing and emphasizes clear and effective writing, the writing process, audience, purpose, analytical reading, peer conferencing, and research procedures. The course provides instruction and practice in development of ideas, methods of organization, sentence structure,
The objective of this course is to present a series of health, and diseases.

HEA 100 Personal and Community Health
3 credits (3:0)
This course provides an overview of the physical, mental, emotional, social, and spiritual components of health that affect the whole human being. The course will include an introduction to the interdependency and relationships between such topics as mental/emotional health, drug use, drug misuse, drug abuse, physical fitness, nutrition, consumer health, human sexuality, death and dying, community health, environmental health, and diseases.

HEA 101 Lifetime Fitness
1 credit (1:0)
The objective of this course is to present a series of physical fitness related concepts to the general student population with the expectation that the information will enlighten and motivate the students to improve their physical fitness and maintain an active and healthy lifestyle. The concepts will be presented through a series of lectures and demonstrations. The most significant and central purpose of the course is to present information that is directly concerned with the students’ health and well-being. The concepts presented allow the student to gain knowledge about and participate in activities and programs that may alter their lifestyles and thus make them healthier, more productive members of a physically active society.

HEA 103 Medical Terminology
3 credits (3:0)
This course will orient students on the structure of medical terms, the combining of prefixes, root words, and suffixes. Proper vocabulary and spelling of terms related to each body system will be explored. The anatomy, physiology and pathophysiology of each system will be explored. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

HEA 200 Nutrition
3 credits (3:0)
Student in this course will identify, describe and discuss the various nutrients essential to promoting growth and maintenance of the human body. The clinical aspects of nutrition are explored through various therapeutic diets as well as through introductory nutritional assessment skills. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

ENV 102 Safety Orientation (OSHA 10)
1 credit (1:0)
Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will:
This course provides students with an understanding of current safety regulations, established safety practices, hazard recognition, and the impact of behavior and environment on injury prevention. Pass/Fail grading scale; not calculated into GPA.

ENG 102 English Composition II
3 credits (3:0)
(Prerequisite: ENG 101)
Composition II focuses on argumentation and research. Students will engage in critical reading and class discussions to build logical arguments, will use the writing process to write argumentative essays, and will perform research independently and in collaboration. The course provides instruction and practice in using sources to support an argument and in using MLA guidelines for format and documentation. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

ENG 110 Introduction to Literature
3 credits (3:0)
(Prerequisite: ENG 101)
Students in this course be introduced to the ways in which literature both is derived from and speaks to the human condition. The course will cover a range of genre including fiction, poetry, and drama. Students will explore how meaning is created in the transaction between text and reader and reflect upon their own social location for the construction of meaning. Students will respond thoughtfully to a variety of interpretative questions in formal papers, small groups, and class discussion. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

HIS 105 US History I
3 credits (3:0)
This course is a study of American History 1877-1899. The history of America will be examined from the early arrival of the colonists through the American Civil War and its reconstruction period. Political, social, economic, cultural, and religious forces that have shaped American history will be studied. The course provides a foundation for understanding the basics of American history. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

HIS 110 US History II
3 credits (3:0)
This course is a study of American History 1877-Present. On social, economic, and political developments in American society from the end of the Civil War reconstruction (1877) to the present. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

HIS 115 World History I
3 credits (3:0)
This course is an introductory history survey of the birth and early development of world societies to the 16th Century. The scope of the course includes the emergence of human communities, the formation of
new empires, interaction of cultural communities and patterns of exploration and conquest. Of specific emphasis are the important political, social, economic, intellectual, religious, technological, environmental and cultural trends that have shaped the world to A.D. 1550. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**HIS 120 World History II**  
3 credits (3:0)  
This course is a study of the history of early Modern Europe from the Reformation/ Renaissance to the present. The spiritual, intellectual, social, political, and economic foundations are examined. Emphasis is placed on the religious wars of the 16th century; the Age of Absolutism of the 17th and 18th centuries; and the era of revolutions from the American and French Revolutions of the 18th century and the many European revolutions of the first half of the 19th century. Additionally, the breakdown of order in the early 20th century, which led to World War I and eventually World War II, will be studied in detail. The aftermath of World War II, the Cold War and the fall of the Soviet Union will also be studied and evaluated. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**HUM 101 Ethics in the Workplace**  
3 credits (3:0)  
(Prerequisites: Qualifying placement test Reading score or concurrent enrollment in REA 090; qualifying placement test Writing score or ENG 100.)  
This course explores issues in our everyday life with a focus on the challenges encountered in the workplace. The topics range from personal to professional issues. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**HUM 105 Art Appreciation**  
3 credits (3:0)  
This course is an introduction to the fundamentals of the visual arts. The course focuses on the importance of art in the contemporary world as well as the historical aspects of art and its influence on western culture today. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**HUM 115 Introduction to Philosophy**  
3 credits (3:0)  
This course is designed to introduce students to the basic concepts and methods of philosophy. Emphasis is placed upon the historical progression of philosophy. Students are encouraged to find points of convergence with their own emerging philosophical journey. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**HUM 120 World Religion**  
3 credits (3:0)  
This course will introduce students to the major religions of the world. Attention will be paid to the particularity of each religion as well as the commonalities. Students will engage with questions of relevancy and the importance of recognizing religious pluralism in today’s society. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**LAN 101 Spanish I**  
5 credits (5:0)  
Students will develop listening, speaking, reading, and writing skills in this course. This course will enable the student to communicate with a native speaker using everyday language. Students will demonstrate a greater ability to create and express their own thoughts in speaking and writing. The classes will include an introduction to literature and art in which students will actively participate in small group, with partners and/or on an individual basis. Cultural awareness activities will be included. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**LAN 102 Spanish II**  
5 credits (5:0)  
Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: develop listening, speaking, reading, and writing skills in this course. Also, enable the student to communicate with a native speaker using everyday language. Students will demonstrate a greater ability to create and express their own thoughts in speaking and writing. The classes will include an introduction to literature and art in which students will actively participate in small group, with partners and/or on an individual basis. Cultural awareness activities will be included. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**MAT 101 Technical Math**  
3 credits  
(Prerequisite: MAT 090 or MAT 095 or qualifying placement test score)  
This is an overview of mathematics course that focuses on technical applications. Topics include basic quantitative problem solving, algebra with technical applications, measurement, proportions, and geometry. This course is designed to provide students with the mathematical background necessary for entering technical career fields.

**MAT 105 Intermediate Algebra**  
3 credits (3:0)  
(Prerequisite: Qualifying test score or the grade of “C” or better in any of the following: MAT 090, MAT 095 or MAT 101.)  
The focus of this course is to prepare the student for College Algebra. Students learn how to perform
This course is part of the advisor for more details.

**MAT 160 Calculus I** 5 credits (4:2)  
(Prerequisites: MAT 150, MAT 155 and MAT 158 or qualifying test scores)  
This is a Standard First course in the Calculus Sequence. The course will cover topics including Limits, Derivatives, Integrals, their applications and uses. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**MAT 158 Linear Calculus I** 3 credits (3:0)  
(Prerequisite: MAT 150 or equivalent)  
Students in this course will study the differential and integral calculus needed for the applications which they will encounter in business and economics. The calculus of polynomials and algebraic, logarithmic and exponential functions, together with the elementary algebra of matrices, will be stressed. Applications to problems arising in business and economics will be emphasized. This course is meant to be equivalent to MAT 205: General Calculus and Linear Algebra at Kansas State University.

**MAT 155 Trigonometry** 3 credits (3:0)  
(Prerequisite: MAT 150 or qualifying test score)  
This is a Course Designed to get students familiar with Trigonometric functions and identities as it will prepare them for the Calculus Sequence. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**MAT 152 Elementary Statistics** 3 credits (3:0)  
(Prerequisite: MAT 150)  
This is standard first course in Statistics. Major topics include calculating probability, calculating confidence intervals, perform and interpret hypothesis tests, inference from two parameters, making a linear regression model and interpret data. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**MAT 102 Music Theory II** 3 credits (3:0)  
(Prerequisite: MUS 101)  
This course is a continuation of Music Theory I, covering seventh chords, leading tone chords, modulations to closely related keys, and small formal structures. The course will focus on writing in eighteenth century chorale style and the concepts of harmonic progression. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**MUS 100 Music Appreciation** 3 credits (3:0)  
This course is an introduction to the heritage of music culture of the western world, including musical styles of the past and styles and forms of contemporary music literature. Previous musical training is not a prerequisite. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**MUS 101 Music Theory I** 3 credits (3:0)  
This course introduces skills for reached, analyzing, and understanding music. The course includes traditional usage and analysis of diatonicism. Topics will include music fundamentals, simple and compound meters, intervals and chords, scales and key signatures, music analysis, textures, scales, intervals, modes, triads, cadence types, and non-harmonic types. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**MUS 102 Music Theory I** 3 credits (3:0)  
This course introduces skills for reached, analyzing, and understanding music. The course includes traditional usage and analysis of diatonicism. Topics will include music fundamentals, simple and compound meters, intervals and chords, scales and key signatures, music analysis, textures, scales, intervals, modes, triads, cadence types, and non-harmonic types. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**NDT 100 Introduction to Non-Destructive Testing** 3 credits  
Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will acquaint students with the six major nondestructive evaluation disciplines: radiographics, ultrasonics, eddy current, magnetic particle, liquid penetrants and visual inspection and provide students with an overview of less common nondestructive testing methods.

**NDT 110 Visual Inspection** 3 credits  
This course is devised to introduce the student to forms of discontinuities in the manufacturing and service life of a part. Provide students with an understanding of how and why a specific nondestructive testing method is chosen. To acquaint students with visual inspection techniques, and their correct use. This course is designed to meet certain Nondestructive Testing Level II certification requirements.

**PHS 100 Physics I** 5 credits  
This course provides a study of units, physical quantities and vectors, motion, forces and equilibrium, oscillations and waves, gravitation, work, energy, and thermodynamics. This is the introductory course for those who require algebra-based physics. This course is
part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**PHS 110 Physical Science I**  
3 credits  
Physical Science is designed primarily for students other than those planning on mathematics or science majors. It is a lab course concerned with the concepts of matter and energy involved in the fields of physics, chemistry, astronomy, and earth science as well as an introduction into the applied mathematics pertaining to each of these fields. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**PHS 115 Physical Science I Lab**  
2 credits  
Laboratory portion of PHS 115. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**PHS 120 Astronomy**  
4 credits  
(Prerequisites: MAT 150)  
This course provides a qualitative introduction to the nature of the solar system and beyond. Course topics include the celestial sphere, astronomical observation techniques, planets, moons, asteroids, comets, the Sun, stars, pulsars, black holes, galaxies, and dark matter. The course is intended as a broad-based introduction to astronomy for students who are not majoring in science. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**POL 105 American Government**  
3 credits (3:0)  
(Prerequisites: Qualifying placement test Reading score or concurrent enrollment in REA 090; qualifying placement test Writing score or ENG 100.)  
This course is designed to introduce students to the political, economic, and legal issues; procedures, laws, and systems of the American government. Emphasis is placed on the federal level of government, but the state and local levels receive some attention, especially as regards to the state-local-federal interrelationship. The course will build a foundation of understanding of the branches of government and the structure of the legal and economic systems. Students will examine each government structure and apply it to their lives to demonstrate an understanding of how the relationship between government and society works. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**PSY 100 Personal Growth and Development**  
1 credit (1:0)  
This course includes skills needed to remove barriers between the student and a better career. Students will explore social class communication, financial literacy, economic stability, and SMART goal setting. Students will create their own unique, high-demand workforce brand that fits into the local economy. (Note: This is a PASS/FAIL and is not calculated in a GPA. It may count towards the required number of electives necessary for degree completion.)

**PSY 101 General Psychology**  
3 credits (3:0)  
(Prerequisites: Qualifying placement test Reading score or concurrent enrollment in REA 090; qualifying placement test Writing score or ENG 100.)  
This course provides an introduction to the scientific study of human behavior as it applies to daily living. The scope of this course includes history, basic theories, and biological bases of behavior, development, cognitive processes, individual awareness, motivation, emotion, personal adjustment and social psychology. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**PSY 102 Professional Growth & Development**  
1 credit (1:0)  
This course is intended to provide what a job seeker needs to become a job winner at any time in their life or job search. Professional Growth and Development will be the step that takes a student deeper in to winning job opportunities before, during, or after college training. The current curriculum is driven by JobLingo®, an established, professional product from Dr. Jan McCormick. Customizable materials, web access, licensure, annual support and training are all being written into outreach grants at this time. Pass/Fail grading scale; not calculated into GPA.

**PSY 105 Human Development**  
3 credits (3:0)  
Recommended pre-requisite PSY 100  
This course presents research and theories regarding human growth and change across life spans. Principles of growth in the physical, cognitive, social, emotional and personality aspects are covered. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.

**SOC 101 Sociology**  
3 credits (3:0)  
This course provides an introduction to sociology and the basic principles of sociological perspectives, theories, and research methods. The course will focus on the way culture patterns societies and social interaction and how these patterns are transmitted through socialization and social interaction. The course will also cover social stratification systems, social institutions, collective behaviors, social change, and perspectives on how social forces influence human activity and how human activity creates social forces. This course is part of the Kansas System Wide Transfer Matrix. See your advisor for more details.
SOC 103 Marriage and Families

3 credits (3:0)

This class is about interpersonal relationships, with special attention to “family like” relationships including romantic and sexual partners, children and parents, etc. Content includes the function and importance of family groups, the meaning of love, strategies for effective communication and conflict resolution, considerations and consequences of marriage, divorce, children, infidelity and getting support in times of disruption and conflict. We are all members of one “family like” group or another and can all benefit from a deeper understanding and consideration of relationships.

CONTINUING EDUCATION

CED 286 Forklift Training

1 credit

Forklift operation training consists of a combination of lecture, practical demonstrations and forklift operation exercises. The course teaches participants everything from forklift engineering principles and operator safety rules to maintenance and the importance of inspections. Each student must pass a written test and successfully complete a performance evaluation. Students will also receive a workbook and wallet card certificate. Pass/Fail grading scale; not calculated into GPA.
## Kansas System Wide Transfer Matrix

The Kansas Board of Regents approved the Systemwide Transfer (SWT) courses listed below. Faculty representatives develop the learning outcomes for all the courses. A student who successfully completes any of these courses at a Kansas public university, community college, or technical college will be able to transfer the course to any Kansas public postsecondary institution offering an equivalent course. Additional courses may also be eligible for transfer. Please contact the Registrar’s Office of your university or college for more information. Students are responsible for becoming acquainted with the program and degree requirements of the institution to which they expect to transfer.

### Accounting:
- Financial Accounting
- Managerial Accounting

### Anthropology:
- Introduction to Cultural Anthropology
- Introduction to Linguistic Anthropology

### Art:
- Art Appreciation
- Art History I
- Art History II
- Introduction to Drawing
- Two Dimension Design
- Three Dimension Design

### Biology:
- General Biology and Lab for Non-majors
- Biology I and Lab for Majors
- Biology II and Lab for Majors
- Environmental Science Lecture and Lab
- Environmental Science Lecture
- Environmental Science Lab
- Anatomy and Physiology (5 cr hr and 8 cr hr)

### Business:
- Personal Finance
- Introduction to Business
- Principles of Leadership
- Principles of Management
- Principles of Marketing

### Chemistry:
- Chemistry I and Lab for Majors
- Chemistry II and Lab for Majors
- General Chemistry and Lab for Non-Majors

### Communication:
- Public Speaking
- Interpersonal Communications
- Introduction to Mass Communications

### Criminal Justice:
- Introduction to Criminal Justice
- Criminal Law

### Computer Science:
- Computer Concepts and Applications

### Early Childhood Education:
- Introduction to Early Childhood Education

### Economics:
- Microeconomics
- Macroeconomics

### Education:
- Introduction to Education
- Children's Literature

### English:
- English Composition I
- English Composition II
- Introduction to Literature
- American Literature I
- American Literature II
- Creative Writing

### Modern Languages:
- French I
- French II
- Spanish I
- Spanish II
- Spanish III

### Geography:
- World Regional Geography

### Gender/Cultural Studies:
- Introduction to Women’s Studies

### History:
- US History to 1877
- US History since 1877
- World History to 1500
- World History 1500 to Present

### Health Science:
- Nutrition
- Personal and Community Health
- Medical Terminology
- First Aid and CPR
- Introduction to Exercise Science

### Math:
- College Algebra
- Elementary Statistics
- Trigonometry
- Contemporary Math/Essential Math
- General/Business Calculus
- Calculus I
- Intermediate Algebra

### Music:
- Music Appreciation
- Music Theory I
- Music Theory II
- Piano I
- Piano II

### Philosophy:
- Introduction to Philosophy
- Ethics
- Logic and Critical Thinking

### Physics:
- Descriptive Astronomy Lecture and Lab
- Descriptive Astronomy Lecture
- Descriptive Astronomy Lab
- Engineering Physics I with Lab
- Engineering Physics II with Lab
- Physics I and Lab
- Physics II and Lab

### Political Science:
- Introduction to Political Science
- American Government
- International Relations
- Comparative Politics

### Physical Science:
- Physical Science and Lab
- Physical Geology Lecture and Lab
- Physical Geology Lecture
- Physical Geology Lab
- Meteorology Lecture and Lab
- Meteorology Lecture
- Meteorology Lab

### Psychology:
- Introduction to Psychology
- Human Lifespan/Developmental Psychology
- Childhood Growth and Development

### Religion:
- World/Comparative Religions
- Old Testament
- New Testament

### Sociology:
- Introduction to Sociology
- Introduction to Social Work
- Social Problems
- Marriage and Family

### Theatre:
- Theatre Appreciation
- Theatre Practicum
- Acting I
- Acting II
- Stagecraft
- Voice and Diction

For more information visit: kansasregents.org/transfer_articulation  #TransferKS ©Kansas Board of Regents