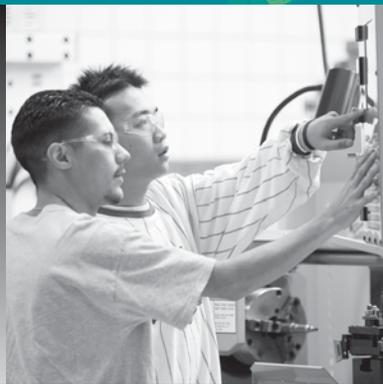




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Every effort has been made to make this publication accurate. However, all policies, procedures, costs and curricula are subject to change. This publication is not intended to be a contract, either explicit or implied, and Wichita Area Technical College reserves the right to make changes to the information contained herein.

Wichita Area Technical College does not discriminate with regard to race, color, national origin, sex, handicap/disability, religion or age. Persons having inquiries may contact the chief operating officer, 301 S. Grove, Wichita, KS 67211-2099, 316.677.9400.

Wichita Area Technical College intends to comply with all applicable federal, state and local laws and regulations, including but not limited to: the Civil Rights Act of 1964, as amended; the Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; the Drug-Free Schools and Campuses Act; the Campus Security Act (Jeanne Cleary Act), as amended; the Family Educational Rights and Privacy Act of 1974, as amended; and the Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance rules. Persons having inquiries may contact the chief operating officer, 301 S. Grove, Wichita, KS 67211-2099, 316.677.9400.

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# Information Directory

# Directory

## General Information

**316.677.9400**

- Fax ..... 677.9555
- E-Mail ..... info@WATC.edu
- Web Site ..... www.WATC.edu
- Emergency Closing Hotline (also visit www.WATC.edu) ..... 677.9596

## Airport Center

**2021 S. Eisenhower, Wichita, KS 67209-2848**

- Aviation-Related Programs (M&ET division) ..... 677.1550

## Central Center

**324 N. Emporia, Wichita, KS 67202-2512**

- General Information ..... 677.1340
- Adult Education (ABE/ESOL/GED) ..... 677.1150
- Health Sciences ..... 677.1355
- Library and Learning Resource Center ..... 677.1338

## Main Campus

**301 S. Grove, Wichita, KS 67211-2099**

- General Information ..... 677.9400
- Academic Affairs ..... 677.9560
- ADA Compliance Officer (Diane Wright, Chief Operating Officer) ..... 677.9400
- Administrative Offices ..... 677.9400
- Admissions ..... 677.9400
- Apprenticeships ..... 677.9517
- Business Partnerships ..... 677.9400
- Disability Services/Accommodation Request ..... 677.9400
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Learner Services .....	677.9400
Library and Learning Resource Center .....	677.9444
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## **Schweiter Center**

**1400 S. George Washington Drive, Wichita, KS 67211-3992**

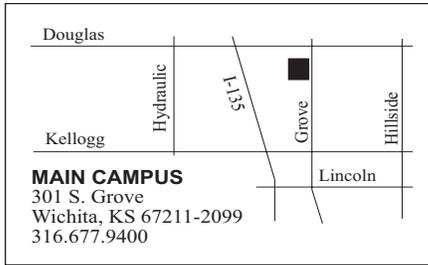
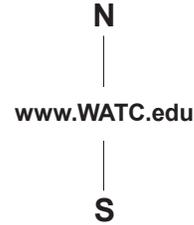
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## **Seneca Center**

**4141 N. Seneca, Wichita, KS 67204-3103**

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# WATC Locations and Directions

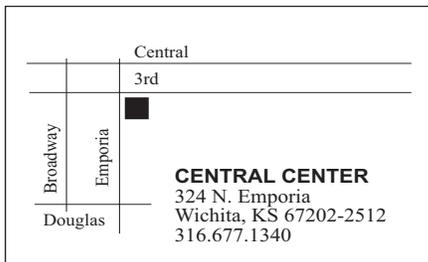
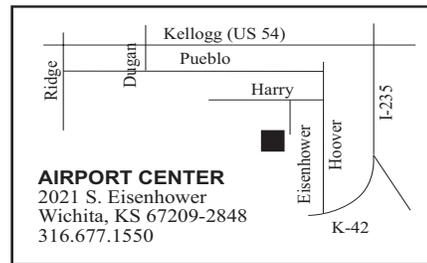


### Main Campus Directions

- Go to Building A for information.
- From the east:**
  - Go west on Kellogg (US Hwy 54) to Grove exit.
  - Go north on Grove approximately one block (west side of street).
- From the west:**
  - Go east on Kellogg to Washington exit.
  - Go north on Washington to Douglas.
  - Go east on Douglas to Grove.
  - Go south on Grove approximately two blocks (west side of street).

### Airport Center Directions

- Exit West Kellogg at Dugan.
- Go south on Dugan to Pueblo.
- Go east and follow Pueblo as it turns into Hoover Road.
- Go south on Hoover Road to Harry Street.
- Go west on Harry Street to Eisenhower.
- Go south on Eisenhower.

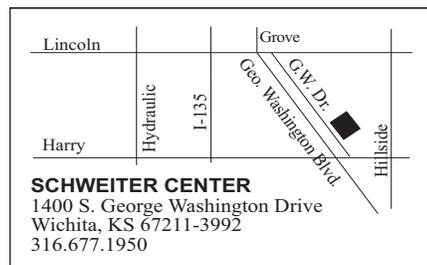


### Central Center Directions

- Exit I-135 at First/Second Street.
- Go west on Second Street to Emporia.
- Go north on Emporia (east side of street).

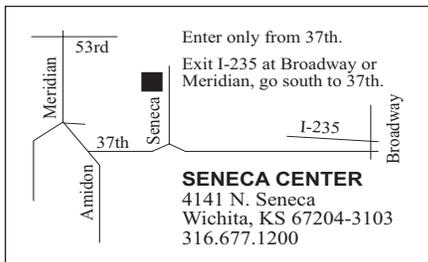
### Schweiter Center Directions

- Exit I-135 at Lincoln Street.
- Go east on Lincoln to George Washington Boulevard.
- Go south six blocks to Schweiter Center (east side of street).



### Seneca Center Directions

- From the west:**
- Exit I-235 at Exit 13/Meridian, stay right.
  - Go east on 37<sup>th</sup> Street to Seneca.
  - Go north on Seneca about 1/4 mile (west side of street).
- From the east – trucks cannot enter from this direction:**
- Exit I-235 at Broadway.
  - Go south on Broadway to 37<sup>th</sup> Street.
  - Go west on 37<sup>th</sup> Street to Seneca.
  - Go north on Seneca about 1/4 mile (west side of street).



## President's Welcome



*Welcome, students, to your college!*

*The staff and faculty wish to thank you for choosing Wichita Area Technical College (WATC).*

*It is our mission and goal to provide you with a state-of-the-art technical education, whether you are here for the beginning stage of your education or returning to gain further training for new skills. We are committed to making your stay here*

*as enjoyable and your learning experience as technically advanced as possible.*

*WATC is moving into this century with a bang! At WATC, we are passionate about providing technical education and training, and we are excited that you have chosen to join us as we push the limits of technology. Motivated by the wants and needs of local employers and you, our students, we strive to make the impossible, possible ... the unthinkable, reachable.*

*Browse through our current offerings, and let us assist you in jump-starting your career. We invite you to be part of one the most forward-looking technical colleges in Kansas. Your possibilities are endless for a bright future here at WATC.*

*Wishing you success,*

*Pete Gustaf, President*



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**The College**

# Wichita Area Technical College

Wichita Area Technical College (WATC) has been delivering excellence in education since 1965. WATC continues to build on this tradition with quality instructors, talented students and state-of-the-art technical equipment. Together, these elements help create a hands-on learning environment that promotes participation and prepares students for career experiences.

## Mission Statement

As an institution of higher learning, the mission of Wichita Area Technical College is to provide relevant, technical education for employment and lifelong learning.

## Vision

As an institution of higher learning, Wichita Area Technical College is the preferred provider of technical education.

## Governance and Structure

### Kansas Board of Regents

The Kansas Board of Regents (KBOR) is comprised of nine members who are appointed by the governor of Kansas. They are then confirmed by the Kansas Senate. KBOR governs six state universities and supervises and coordinates 19 community colleges, five technical colleges, six technical schools and a municipal university. KBOR primarily deals with educational policies, programs, services, providers and others systems in an effort to improve and maintain the high quality of education in Kansas. KBOR also coordinates vital programs, such as the Adult Education program, the Qualified Admissions curriculum for high school students, financial assistance for education and many others. KBOR approves technical programs offered by WATC.

## Sedgwick County Technical Education and Training Authority

Sedgwick County Technical Education and Training Authority (SCTETA) is the governing board for WATC. The board consists of 11 appointed, voting members who establish and publish policies, regulations and procedures pertaining to WATC.

## General Advisory Committee

WATC's General Advisory Committee (GAC) is comprised of representatives from business, industry, labor, social and economic planning agencies. GAC members assist WATC in establishing, implementing and evaluating short- and long-range plans and make institution-wide recommendations to WATC and the governing board. GAC members also assist in interpreting labor market surveys, identifying student needs, establishing operational goals and evaluating institutional effectiveness.

## Program Advisory Committees

Program advisory committees, representatives from business and industry, provide a very important link between WATC and the community. These committees validate learning outcomes deemed essential by business and industry for successful entry or advancement in specific occupations. These committees also monitor the curriculum, recommend instructional equipment and help keep the programs current with emerging technologies.

## Accreditations/Affiliations

### Council on Occupational Education

The Council on Occupational Education (COE), a national accrediting agency committed to assuring quality and integrity in career and workforce development, accredits WATC. COE is a nonprofit voluntary membership organization serving postsecondary education and training institutions, centers and similar entities interested in the improvement of the workforce.

Wichita Area Technical College is accredited by the Commission of the Council on Occupational Education.



**Council on Occupational Education**  
**41 Perimeter Center East, NE, Suite 640**  
**Atlanta, GA 30346**  
**770.396.3898**  
**www.council.org**

### Higher Learning Commission-North Central Association

The Higher Learning Commission (HLC) is part of the North Central Association (NCA) of Colleges and Schools. NCA is one of six regional institutional accreditors in the United States. Through its Commissions, it accredits, and thereby grants membership to educational institutions in the North Central region.

Wichita Area Technical College is a Candidate with The Higher Learning Commission and an Affiliate of the North Central Association

**The Higher Learning Commission**  
**30 North LaSalle Street, Suite 2400**  
**Chicago, Illinois 60602-2504**  
**Phone: 800.621.7440 / 312.263.0456**  
**Fax: 312.263.7462**  
**www.ncahlc.org**

### Program Accreditations

#### Auto Collision Repair

- National Automotive Technician Education Foundation  
 13505 Dulles Technology Drive, Suite 2  
 Herndon, VA 20171-3421  
 703.713.0100

#### Automotive Service Technology

- National Automotive Technician Education Foundation  
 13505 Dulles Technology Drive, Suite 2  
 Herndon, VA 20171-3421  
 703.713.0100

#### Dental Assistant

- Commission on Dental Accreditation of the American Dental Association  
 211 E. Chicago Avenue  
 Chicago, IL 60611-2678  
 312.440.4653

#### Dietary Manager

- Dietary Manager Association  
 406 Surrey Woods Drive  
 St. Charles, IL 60174  
 630.587.6336

#### Medical Assistant

- Commission on Accreditation of Allied Health Education Programs on recommendation of:  
 Curriculum Review Board of the American Association of Medical Assistants Endowment  
 35 E. Wacker Drive, Suite 1970  
 Chicago, IL 60601-2208  
 312.553.9355

#### Medical Laboratory Technician

- National Accrediting Agency for Clinical Laboratory Sciences  
 8410 W. Bryn Mawr Avenue, Suite 670  
 Chicago, IL 60631-3415  
 773.714.8880

#### Practical Nurse

- National League for Nursing Accrediting Commission  
 61 Broadway, 33<sup>rd</sup> Floor  
 New York, NY 10006  
 212.363.5555

#### Surgical Technology

- Commission on Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the Accreditation Review Committee on Education in Surgical Technology:  
 National Board of Surgical Technology and Surgical Assisting  
 6 West Dry Creek Circle, Suite 100  
 Littleton, CO 80120  
 303.694.9262

#### Other

- Federal Aviation Administration (FAA)  
 Flight Standards District Office  
 1801 Airport Road, FAA Building  
 Wichita, KS 67209  
 316.941.1200

### Program Affiliations

#### Air Conditioning and Refrigeration

- Air Conditioning Contractors of America  
 2800 Shirlington Road, Suite 300  
 Arlington, VA 22206  
 703.575.4477

#### Auto Collision Repair

- Inter-Industry Conference on Auto Collision Repair  
 1342 Colonial Boulevard, Suite K-230  
 Ft. Myers, FL 33907  
 239.939.9667  
 877.ICAR.MIG

### Automotive Service Technology

- Automotive Service Association Educational Member  
7510 N. Palmer Avenue  
Kansas City, MO 64158  
816.781.5801

### Carpentry

- National Association of Home Builders  
1201 15<sup>th</sup> St. NW  
Washington, D.C. 20005-2800  
1.800.368.5242 or 202.266.8200
- Wichita Area Builders Association  
730 N. Main  
Wichita, KS 67203  
316.265.4226

### Certified Nurse Aide

The program is approved by:

- Kansas Department of Health and Environment  
(approval is required to offer program)  
1000 SW Jackson, Suite 200  
Topeka, KS 66212-1365  
785.296.0056

### Commercial Driver Education

- American Red Cross  
707 N. Main  
Wichita, KS 67203  
316.265.6601
- Kansas Department of Motor Vehicles  
Commercial Drivers License Division  
1821 W. 21<sup>st</sup> St. N.  
Wichita, KS 67204  
316.821.9920
- Kansas Motor Carriers Association  
P.O. Box 1673  
Topeka, KS 66601  
785.267.1641
- National Association of Publicly Funded  
Truck Driving Schools  
John Wood Community College  
1301 S. 48<sup>th</sup> St.  
Quincy, IL 62305-8736  
217.224.5362
- National Safety Council  
Kansas-Missouri Division  
5829 Troost Avenue  
Kansas City, MO 64110  
816.842.5223
- Technology Maintenance Council  
A Division of American Truckers Association  
2200 Mill Road  
Alexandria, VA 22314-4677  
703.838.1763

### Certified by:

CDL 101 Commercial Driver Education is certified by:

- Professional Truck Drivers Institute  
555 E. Braddock Road  
Alexandria, VA 22314  
703.647.7015

### Diesel Technology

WATC is an approved testing site for:

- National Institute for Automotive Service Excellence  
101 Blue Seal Drive, S.E., Suite 101  
Leesburg, VA 20175  
703.669.6600 or 1.877.ASE.TECH
- Technology and Maintenance Council  
2200 Mill Road  
Alexandria, VA 22314-5388  
703.838.1763

### Machining Technology

- Society of Manufacturing Engineers  
One SME Drive  
Dearborn, MI 48121  
313.271.1500

### Mechanical Engineering Technology

- American Society for Engineering Education  
1818 N. Street NW, Suite 600  
Washington, DC 20036-2479  
202.331.3500
- Society of Manufacturing Engineers (SME)  
One SME Drive  
Dearborn, MI 48121  
313.271.1500

### Practical Nurse

The program is approved by:

- Kansas State Board of Nursing  
(approval is required to offer program)  
900 S.W. Jackson, Suite 1051  
Topeka, KS 66612-1230  
785.296.3782

### Welding

- American Welding Society  
550 N.W. LeJune Road  
Miami, FL 33126  
800.443.9353

### Other

- Aviation Technician Education Council  
2090 Wexford Court  
Harrisburg, PA 17112  
717.540.7121
- Experimental Aircraft Association (EAA)  
P.O. Box 3086  
Oshkosh, WI 54903-3086  
800.322.2412
- Professional Aviation Maintenance Association  
Ronald Reagan Washington National Airport  
Washington, D.C. 20001  
703.417.8800

## Educational Programs

Students have many educational opportunities at WATC and are encouraged to select the program that best meets their career preparation needs. These education opportunities include general education courses, associate of applied science (AAS) degree, technical certificate, certificate of completion and apprenticeship programs. Students may also opt to select courses that focus on particular technical skills instead of registering in a complete program.

### Associate of Applied Science Degrees

AAS degree programs are designed to provide students with the knowledge and skills needed to enter the workforce, advance within their chosen careers or further their education. To be awarded the AAS degree, students must successfully complete a minimum of 60 credit hours — a combination of technical and general education hours. Although AAS degrees are designed to prepare students for employment, technical credits may transfer to other colleges or universities.

General education credits must include coursework completed in the areas listed below. The appropriate department chair may approve alternative general education courses and acceptance of transfer credit or work experience.

WATC offers the following AAS programs that require general education courses:

- Automotive Service Technology
- Computer-Aided Drafting
- Health Care (*pending KBOR and COE approval*)
- Medical Laboratory Technician
- Mechanical Engineering Technology
- Surgical First Assistant (*pending COE approval*)

### General Education

The mission of the general education core curriculum is to provide a framework of higher education that enables students to develop through knowledge and to succeed in the global society. The general education core curriculum is designed to provide opportunities for students to explore broad areas of common knowledge, intellectual concepts and attitudes.

Students who want to earn an associate of applied science degree are required to complete a minimum of 15 credit hours of general education that includes:

- ENG 101 English Composition I (required)
- MTH 101 Intermediate Algebra or higher (required)
- SPH 101 Introduction to Public Speaking *or* SPH 111 Interpersonal Communication (required)
- and*
- A minimum of one course from each of the following areas:
  - Natural Sciences
  - Social Sciences

Programs of study may have general education requirements above the minimums, so students should discuss selections with a student success specialist.

### Program Outcomes

At the completion of general education courses, students are able to:

- Demonstrate effective reading skills.
- Demonstrate mathematical skills.
- Identify and solve problems and apply knowledge in a critical, creative manner.
- Recognize the value of self and others.
- Evaluate and use information technology effectively.

### Technical Certificates

Technical certificate programs provide the knowledge and skills needed to enter the workforce. Students who wish to pursue an AAS degree may transfer most of these courses and credits to an AAS degree program at WATC.

### Certificates of Completion

Certificate of completion programs provide the knowledge and skills required in today's competitive and changing workforce. Programs vary in length from a few days to several months.

### Academic Success

The Academic Success program provides courses that assist students in mastering the necessary skills for them to continue their college education. The instructional program includes courses in mathematics, reading, writing and study skills. These courses are supported by individualized, self-paced laboratory practice. Materials and tutorial assistance are available in the laboratory to help students improve their skills and ready themselves for entry into college-level coursework.

To fulfill WATC's mission to provide relevant, technical education for employment and lifelong learning, the Academic Success program provides an academic safety net for the needs of two student groups:

- Those who require or desire work in pre-technical college-level competencies, such as reading, writing and math.
- Those who require or desire to improve their college experience through learning enhancement activities, such as reading comprehension, study skills and personal career development.

Academic Success program staff members are committed to helping students succeed in technical programs and college-level courses and to helping them prepare for lifelong success.

Courses may be taken to prepare for placement exams, to refresh skills prior to taking college-level courses, or they may be taken along with other college courses as reinforcement.

## Academic Success Goals

The Academic Success program's primary goal is to ensure that students who enter WATC have opportunities to protect and increase their personal dignity by gaining:

- Proficiency in academic skills.
- Competencies for academic success.
- Confidence to pursue personal goals.
- Problem-solving skills associated with learning and personal development.

## Adult Education

Adult Education includes the Adult Basic Education (ABE), General Education Development (GED) Preparation and English Speakers of Other Languages (ESOL) programs.

### Adult Basic Education

ABE classes build skills that can lead to a high school diploma by passing the GED exams. These improved skills can also lead to better employment and United States citizenship.

### ABE Eligibility

Individuals 16 years of age or older and who are not registered in high school may register in ABE classes. This includes both high school and non-high school graduates.

### ABE Registration

All applicants must take a Comprehensive Adult Student Assessment System (CASAS) assessment, which is a tool that is used to help the adult education

staff select a program of study that is best for each student.

## English for Speakers of Other Languages

ESOL classes help speakers of other languages increase their listening, speaking, reading and writing skills. These classes also help to improve skills needed for United States citizenship.

## General Educational Development Test Preparation

There are five GED tests:

- Language Arts, Writing
- Language Arts, Reading
- Mathematics
- Science
- Social Studies

Students are required to pass Official GED Practice Tests administered through a state-approved adult education program or GED Testing Center to assure GED test readiness. Persons may not retest unless they have successfully completed a course of study to improve their scores and taken the Official GED Practice Tests again.

For students who need to improve skills prior to taking the Official GED Practice Tests, the Adult Education division offers classes, based on individuals' skill levels, that help them attain the skills needed to achieve their goals. Students study one subject at a time under the supervision and assistance of an instructor. Individual and group activities enhance the learning. Assessments of progress are made until students are ready for referral for GED testing.

### GED Eligibility

ABE students are eligible to begin study and practice for the GED exams upon attaining a specified score on the CASAS assessment.

## Business Partnerships

Since 1965, WATC has established a working relationship with more than 375 local and area business partners. WATC has trained over 200,000 students to enter the job market, but gaining the skills and knowledge necessary to enter today's workforce is only the beginning. To meet the ever-changing and growing needs of business and industry, employees must continue their pursuit of the skills and knowledge needed to compete, become more productive, transfer knowledge and enjoy life. WATC strives to meet these needs through business partnerships, customized training, professional continuing education and personal enrichment courses.

## Mission

The mission of Business Partnerships is to ensure the resources of the college are available to and utilized by all sectors in south-central Kansas to meet the needs of industry, business and private citizens for technical skills, mandated continuing education and to develop lifelong learning habits.

## Customized Training

Business Partnerships encompasses all programs that are peripheral to ongoing, campus-based programs. WATC's customized training programs and courses are developed at the request of business, industry and private citizens and designed specifically to meet their ever-changing and growing needs for technical skills and profession-mandated continuing education. Due to their unique nature, programs and courses do not appear in the catalog.

Business Partnerships provides:

- Customized training, technical assistance and other educational opportunities utilizing up-to-date services and equipment — all customized to meet companies' needs and at times that fit their schedules.
- Courses that satisfy industry-specific, professional continuing education requirements.
- Personal enrichment courses that afford individuals opportunities to expand their lifelong learning.
- Training delivered through traditional classroom settings at one of WATC's locations, online or at the company's place of business.

To request information about customized training or technical assistance, call 316.677.9400.

## Apprenticeship Programs

Apprenticeships are training systems that produce highly skilled workers who meet the demands of employers competing in a global economy. Apprenticeships, partnerships between employers and employees, ensure a quality education by combining on-the-job training with related theoretical and practical classroom instruction. Apprenticeships usually last about four years, but range from one to six years. Participating students may select from several construction or manufacturing WATC-affiliated apprenticeships. Up to 48 hours of college credit is awarded upon successful completion of one of the WATC partner apprenticeship programs. With additional general education, students can receive an AAS degree.

## Apprenticeship Partners

WATC currently offers credit to participants in the following apprenticeship programs:

- Independent Electrical Contractors
- Iron Workers Local 606
- Kansas Plumbing, Heating, Cooling Contractors Association
- Plumbers and Pipefitters Apprenticeship Training of Kansas
- Sheet Metal Workers Local 29
- Wichita Electrical Joint Apprenticeship and Training Committee

## Competency-Based Education

All WATC courses and programs are competency-based education (CBE). Program advisory committees, made up of representatives from business and industry, identified and validated the knowledge and skills needed by workers in different technical occupations. These knowledge and skill competencies then became the foundation for curriculum and are used to evaluate the progress of students.

Students may review these competencies before registration by asking an advisor or department chair for a list. Instructors share the competencies with students on course syllabi during the first class session. At the end of each registration period, instructors rate student competency levels.

## Advanced Standing

Because CBE allows for rating skills and competencies, students have the opportunity to receive credit for previous education and/or work experience. Advanced standing is possible providing the student is able to pass the required written, oral and/or performance test(s) that indicate competency in a particular unit of instruction. Passing the competency test advances the student to the next unit of instruction in the curriculum.

Test-out is not always an option in some laboratory courses.

## Satisfaction Guarantee

WATC guarantees that graduates are occupationally competent in the skill areas identified as essential by business and industry. Should an employer identify specific skill deficiencies for which training was provided, or if a graduate cannot find employment due to specific skill deficiencies for which training was provided, WATC agrees to provide retraining of the

skills deemed deficient. This guarantee, which waives tuition charges, is good for up to six credit hours and extends one year from the date of graduation.

**WATC**

[www.watc.edu](http://www.watc.edu)

2007  
2008

**CATALOG**

**Learner  
Services**

# Learner Services

## Admissions

### Admissions Policy

Wichita Area Technical College (WATC) encourages all individuals who are interested in, and are capable of, extending their education beyond high school to apply. Admission to the college is open to the following individuals.

#### New Students

- High school graduates
- Persons holding a General Educational Development (GED) diploma

Prospective students need to complete the WATC Application for New Student Admission and submit the required application fee when applying for an associate of applied science (AAS) degree or technical certificate. An official high school or GED transcript must be mailed directly to the registrar. Applicants who have completed a home-school curriculum must apply under ability to benefit. Transcripts from a foreign country must be translated into English by an accredited institution or approved translating agency and then approved through the registrar.

Acceptance to the college does not guarantee acceptance into a specific program. Most programs have specific program entrance requirements. Contact Admissions for program requirements.

#### Transfer Students

Prospective students need to complete the WATC Application for New Student Admission and submit the required application fee when applying for an AAS degree or technical certificate. Transfer students seeking admission, who have graduated from high school or have obtained a GED, need to submit an official copy of their transcripts from other colleges attended. Transfer students must have successfully completed 15 hours of credit from an accredited institution and have a grade point average (GPA) of 2.0 or higher to be accepted as a transfer student at WATC. Applicants who do not have 15 hours of college credit must meet the admission requirements for new students.

Practical Nurse applicants must provide a high school or GED transcript.

### High School Students

High school students may register for courses with the written approval of their parent/guardian and their high school counselor and must submit an official high school transcript. High school students must provide a payment agreement from their high school as WATC is unable to assess tuition to high school students (Kansas Statutes Annotated 72-4417). Students must document evidence of potential success at the college level. Contact Admissions, 316.677.9400, for more information about attending WATC while in high school.

### Ability to Benefit Students

Students beyond compulsory school attendance age, who have not earned a high school diploma or equivalent, are not committed to earning a high school diploma equivalent and have the ability to benefit from the occupational education offered by the institution can apply for admission to WATC under ability to benefit. Students who attended a home school or an international high school and have not successfully completed 15 or more hours of credit from an accredited institution with a 2.0 grade point average (GPA) or higher are required to apply for admission under ability to benefit.

All ability-to-benefit students applying as technical certificate or degree-seeking students must demonstrate the ability to academically benefit from college courses. Ability-to-benefit students must take and pass the approved tests and scores listed below. Specific programs may have additional testing requirements. Students who do not meet this minimum standard are referred to WATC's Adult Education and/or Academic Success courses for academic remediation. Students must demonstrate their improved abilities and resubmit for admission to WATC.

#### Approved COMPASS™ Tests and Scores

- |               |    |
|---------------|----|
| • Reading     | 62 |
| • Mathematics | 25 |
| • Writing     | 32 |

### Certificate of Completion Students

Applicants seeking admission to courses, such as Certified Nurse Aide, Dietary Manager and Phlebotomist must complete an Application for New Student Admission, but they are not required to pay the application fee. Applicants may be required to demonstrate entry-level knowledge, skill proficiency or other identified requirements.

### Nonaward-Seeking Students

Students who wish to register in a course, but do not plan to complete an AAS degree or technical certificate, must complete an Application for New Student Admission. There is no application fee for nonaward-seeking students.

### Returning Students

Students who have a break in registration for more than four semesters must reactivate their file by completing an admissions update form. There is no cost for reactivation of the admissions file; however, students may be required to meet any new admission requirements for the college or program before readmission is granted.

### International Student Status

*Student VISA of M-1 or F-1.* Applicants must provide this valid document along with a letter from their sponsoring institution verifying the applicant's current status. M-1 or F-1 applicants are not eligible for federal financial aid and are assessed the nonresident tuition rate.

WATC is not approved by the USCIS (in the Department of Homeland Security) to accept applicants who are seeking admission through a foreign student visa, and WATC does not issue I-20s.

### Undocumented, Non-U.S. Citizens

Undocumented, non-U.S. citizens are eligible to apply for admission if they meet the following Kansas Board of Regents (KBOR) requirements:

- Provide documentation 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.
- File an affidavit with WATC stating that they have filed an application to legalize their immigration status or filed for U.S. citizenship *or* that their parents have filed such an application.

Affidavits are available on WATC's Web site at [www.watc.edu/learnerservices](http://www.watc.edu/learnerservices).

In addition to the above criteria, all international and non-U.S. citizens must fulfill all college and program requirements before admission is granted. Undocumented, non-U.S. citizens are not eligible for federal financial aid.

### Document Requirement

Falsified or forged documents result in an applicant being permanently barred from admission or registration at WATC.

### Transcript Requirement

Official transcripts must be mailed directly from the issuing institution and received by the registrar prior to registering. Transcripts must be in a sealed envelope upon receipt and may not be hand-carried or stamped "student copy." Transcripts must be mailed directly to:

Wichita Area Technical College  
Registrar  
301 S. Grove  
Wichita, KS 67211-2099

### Admission Assessments

Most programs have admission requirements, including specific assessments on which applicants must meet minimum scores. There is a nonrefundable charge for the assessments, which must be prepaid. Applicants must provide a paid receipt to take assessments. Testing Services is open during the day and one evening a week. A student identification number is required to test. Contact Admissions, 316.677.9400, Main Campus, to start the process.

### General Education Admission Assessments

The ACT® COMPASS/ESL™ is required for placement in general education courses. Contact Admissions, 316.677.9400, Main Campus, for additional information.

### Advisement

WATC offers assistance in career planning, selecting courses and dealing with personal or academic problems. Advisement usually precedes registration for WATC programs. Student success specialists serve as academic/program advisors to assist students with course selection, scheduling and meeting program requirements.

Student success specialists are available to assist with:

- Course and program information.
- Student orientation.
- General financial aid information.
- Career and job counseling.
- Personal counseling referral.
- Agency referrals.

The weekly planner, which can be found in the back of the student handbook, assists students and advisors in:

- Keeping track of progress.
- Making course selection and registration decisions.
- Documenting program completion.
- Identifying courses needed for program completion.

Program Admissions Matrix																																										
Programs/Courses	Associate of Applied Science Degree	Technical Certificate	Certificate of Completion	Other	Application	Application Fee	Program Application	Transcript	COMPASS™ Math	COMPASS™ Reading	COMPASS™ Writing	TEAS®	Valpar	WorkKeys® Reading	Certified Nurse Aide Card	Social Security Card	TB Test	Background Check	Program Advisement	CPR for Healthcare Providers	Drug Screen	Be a Licensed Practical Nurse	Introduction to MS Office	Human Body/Anatomy & Physiology	Operating Room Tour	Laboratory Tour	Health Exam	Immunizations	Dental Exam	General Psychology	Developmental Psychology	Principles of Nutrition	Letter of Recommendation	Dental Assistant	Driver's License	DOT Physical	Instructional Permit	Professional Liability Insurance	Certified Medication Aide Card			
<b>Health Sciences Programs</b>																																										
Certified Nurse Aide		•	X										X	X	X	X	X																									
Dental Assistant		•	X	X	X	X	X	X	X											X	X				X	X	X															
Dietary Manager		•	X	X		X	X		X	X																																
Medical Assistant		•	X	X	X	X	X	X	X									X	X	X	X		X	X		X	X															
Medical Laboratory Technician		•	X	X	X	X	X	X	X	X								X	X	X	X				X	X	X															
Practical Nurse/PN-Satellite		•	X	X	X	X					X		X					X	X	X	X		X		X	X	X	X	X	X	X	X	X	X	X	X	X					
Surgical Technology/ST-Satellite		•	X	X	X	X	X	X										X	X	X	X		X	X	X	X	X															
<b>Health Sciences Courses</b>																																										
Activity Director				•	X									X	X																											
Certified Dietary Manager Exam Review				•	X																																					
Certified Nurse Aide Update				•	X									X	X																											
CPR for Healthcare Providers				•	X																																					
Home Health Aide				•	X								X	X	X																											
IV Therapy for LPNs				•	X												X	X				X				X															X	
Medication Aide				•	X								X	X	X	X	X																									
Medication Aide Update				•	X								X	X																											X	
Phlebotomist				•	X	X	X	X	X									X	X	X					X	X																
Rehabilitation Aide				•	X								X	X																												
Social Services Designee				•	X								X	X																												
Supragingival Scaling for the Dental Assistant				•	X																																			X		
<b>Manufacturing and Engineering Technologies Programs</b>																																										
Aircraft Sheetmetal				•	X				X	X	X	X																														
Aviation Cabinetmaker				•	X	X		X	X	X	X																															
Computer-Aided Drafting				•	X	X		X	X	X	X																															
Machining Technology				•	X	X		X	X	X	X																															
Mechanical Engineering Technology				•	X	X		X	X	X	X																															
Welding				•	X	X		X	X	X	X																															
<b>Manufacturing and Engineering Technologies Open Registration Program</b>																																										
MET-Composites Fabrication Technician				•	X																																					
<b>Transportation and Construction Technologies Programs</b>																																										
Air Conditioning and Refrigeration				•	X	X		X	X	X																																
Auto Collision Repair				•	X	X		X	X	X																																
Automotive Service Technology				•	X	X		X	X	X																																
Automotive Service Technology				•	X	X		X	X	X	X																															
Carpentry				•	X	X		X	X	X																																
Commercial Driver Education				•	X								X								X																		X	X	X	X
Diesel Technology				•	X	X		X	X	X																																
<b>Transportation and Construction Technologies Open Registration Courses</b>																																										
Basic Automotive Welding Practices				•	X																																					
Basic Woodworking				•	X																																					
Defensive Driving				•	X																																					
First Aid/CPR				•	X																																					
Forklift Safety				•	X																																					

Every effort has been made to make this publication accurate. However, all policies, procedures, costs and curricula are subject to change. This publication is not intended to be a contract, either explicit or implied, and Wichita Area Technical College reserves the right to make changes to the information contained herein.



## Program Placement

### Health Sciences

#### Entrance Requirement

Minimum score **required** before student can be enrolled in a Health Sciences program.

Certificate of Completion	Writing	Reading	Math
Certified Nurse Aide (CNA), CMA, HHA	-	WorkKeys: 4	-
Dietary Manager	-	WorkKeys: 4	WorkKeys: 3
Pharmacy Technician	-	WorkKeys: 5	WorkKeys: 4
Phlebotomist	-	COMPASS: 60	COMPASS: 30
Technical Certificate	Writing	Reading	Math
Dental Assistant	-	COMPASS: 60	COMPASS: 30
Medical Assistant	-	COMPASS: 60	COMPASS: 45
Practical Nurse	-	TEAS: 60	TEAS: 40
Surgical Technology	-	COMPASS: 60	COMPASS: 30
AAS	Writing	Reading	Math
Medical Laboratory Technician	COMPASS: 70	COMPASS: 81	*COMPASS: 46
Health Care	COMPASS: 70	COMPASS: 81	*COMPASS: 46

### Transportation and Construction Technologies

#### Placement Test

Minimum score **recommended**, but not required. If not met, remediation is recommended.

Certificate of Completion	Writing	Reading	Math
Commercial Driver Education	-	WorkKeys: 3	WorkKeys: 3
Technical Certificate	Writing	Reading	Math
Air Conditioning and Refrigeration	-	COMPASS: 40	COMPASS: 35
Auto Collision Repair	-	COMPASS: 40	COMPASS: 35
Automotive Service Technology	-	COMPASS: 40	COMPASS: 35
Carpentry	-	COMPASS: 40	COMPASS: 35
Diesel Technology	-	COMPASS: 40	COMPASS: 35
AAS	Writing	Reading	Math
Automotive Service Technology	COMPASS: 70	COMPASS: 81	*COMPASS: 46

### Manufacturing and Engineering Technologies

#### Placement Test

Minimum score **recommended**, but not required. If not met, remediation is recommended.

Certificate of Completion	Writing	Reading	Math
Aircraft Sheetmetal	-	WorkKeys: 3	WorkKeys: 3
Aviation Cabinetmaker	COMPASS: 30	COMPASS: 55	COMPASS: 40
Technical Certificate	Writing	Reading	Math
Computer-Aided Drafting	COMPASS: 30	COMPASS: 55	COMPASS: 40
Machining Technology	COMPASS: 30	COMPASS: 55	COMPASS: 40
Welding	COMPASS: 30	COMPASS: 55	COMPASS: 40
AAS	Writing	Reading	Math
Computer-Aided Drafting	COMPASS: 70	COMPASS: 81	*COMPASS: 46
Mechanical Engineering Technology	COMPASS: 70	COMPASS: 81	**COMPASS: 66

Placement test for all courses except those noted with \* is Pre-Algebra

\* Placement test for AAS is Algebra    \*\* Placement test for AAS is College Algebra

MCR Revised 3-1-07



## Program Exceptions and Course Placement for General Education

### Exceptions

#### Applicable for all programs

- Students who present COMPASS or TEAS official score reports dated within the last five years.

#### Not applicable for entrance into Health Sciences programs

- Students who completed an approved college-level composition and/or college algebra course or above with a grade of “C” or better. Transcript should be provided.
- Students who present ACT, Accuplacer or SAT official score reports dated within the last five years.
- Student showing proof (or providing official transcript) of having earned an associate’s or higher degree from a regionally accredited institution.

Official transcripts must be mailed directly from the issuing institution and received by the Registrar prior to registration. Transcripts must be in a sealed envelop upon receipt and may not be hand-carried or stamped “student copy.” Transcripts must be mailed directly to Wichita Area Technical College, Registrar, 301 S. Grove, Wichita, KS 67211-2099.

### Course Placement Guidelines/Cut Scores (COMPASS, ASSET, ACT, ACCUPLACER and SAT)

#### Entrance Requirement

Minimum score **required** before student can be enrolled in course.

#### Writing/English

WATC Course Placement	COMPASS	ASSET	ACT	ACCUPLACER	SAT
ASC 002 Self-Paced Writing	0-27	23-32	<16 English	-	-
ASC 020 Fundamentals of Writing	28-69	33-40	17-18 English	-	-
ENG 101 English Composition I	70-100	41+ Writing and Reading	18+ English	69+ Sentence Skills and Reading	>459 SAT Verbal

#### Reading

WATC Course Placement	COMPASS	ASSET	ACT	ACCUPLACER	SAT
ASC 030 Reading Spelling Improvement	0-68	23-36	0-15	-	-
ASC 003 Self-Paced Reading	69-80	37-40	15-18	-	-
ENG 101 English Composition I	81+	41+ Writing and Reading	18+ English	69+ Sentence Skills and Reading	>459 SAT Verbal

#### Math

WATC Course Placement	COMPASS	ASSET	ACT	ACCUPLACER	SAT
ASC 001 Self-Paced Math	0-44 Numerical Skills	0-40 Numerical Skills	0-17	-	-
ASC 012 Elementary Algebra	44-55 Numerical Skills 44+ Pre-Alg 0-45 Alg	41-55 Numerical Skills 23-40 Elementary Alg 21-22 Intermediate Alg	18-20	70-129	-
MTH 101 Intermediate Algebra	41-65 Alg	41-55 Elementary Alg 23-40 Intermediate Alg	21-22	1-44 College Level Math Skills	-
MTH 111 College Algebra w/review OR MTH 112 College Algebra	66+ Alg 0-45 College Alg	41-55 Intermediate Alg 23-40 College Alg	23+ Math	45-85	>589 SAT Math

Placement test for all courses except those noted with \* is Pre-Algebra  
 \* Placement test for AAS is Algebra      \*\* Placement test for AAS is College Algebra

## Financial Aid

### Purpose of Financial Aid

The financial aid program assists students who want to attend WATC, but who would find it difficult to do so without assistance. WATC's financial aid program combines grants, loans and scholarships for students who meet certain eligibility requirements. To receive federal financial aid, students must be registered, or accepted for registration, as a regular student in an eligible program and must meet *all* admission criteria.

### Eligibility Requirements

Before federal financial aid can be awarded, students must:

1. Be admitted as a regular student at WATC.
2. Be a U.S. citizen or eligible noncitizen.
3. Be registered as a regular student in an eligible program.
4. Have a high school or GED diploma.
5. Have resolved any drug conviction issues.
6. Make satisfactory academic progress.

### Financial Aid Regulations

The following regulations govern the awarding and disbursing of all financial aid:

1. Students must complete the Free Application for Federal Student Aid (FAFSA) for the Federal Pell Grant and loans.
2. Students must provide signed copies of their income tax returns and W-2 forms when requested.
3. The Financial Aid office must adjust the Federal Pell Grant and loans for students who withdraw or drop to less than full-time status during a registration period. Awards are adjusted according to the college's cancellation and refund policies.
4. Students who receive financial aid must maintain satisfactory academic progress (see Satisfactory Academic Progress). Satisfactory academic progress is checked at the end of each semester, including the summer session.

### Applying for Federal Financial Aid

Students must apply each academic year for federal funds. The FAFSA is the application for the Federal Pell Grant, all student loans and certain other programs. The information provided is processed through the formula adopted by Congress to determine financial need. The formula takes into consideration the number and age of family members in the household, the number of college students, income and assets reported on the application. FAFSA results are communicated as estimated family contribution (EFC). This number determines eligibility for the Federal Pell Grant and subsidized loans.

A certain number of applications are selected by the processing center for verification each year. If selected for verification, students are required to bring completed and signed copies of their income tax returns, W-2 forms, verification worksheets and any other forms requested to the Financial Aid office — parents' forms may also be required. All documents must be brought together — incomplete files are not accepted. Income information is verified, and the results are resubmitted to the processing center. Students are expected to respond in a timely manner to requests for additional documents. Failure to respond to requests results in a significant delay in the award process.

### Course Load

The number of credit hours that students are registered in each semester (fall, spring and summer) impacts financial aid eligibility.

### Credit Hours and Student Status

<i>Per Semester</i>	<i>Student Status</i>
12 or more credit hours	Full-time
9 to 11.9 credit hours	Three-quarter-time
6 to 8.9 credit hours	Half-time
5.9 or fewer credit hours	Less than half-time

### Cumulative Credit and Student Status

Less than 30 credits	First year/freshman
30 to 60 credits	Second year/sophomore

### Federal Pell Grant

The Federal Pell Grant is a federally funded program that provides financial assistance to students who demonstrate financial need. The grant does not have to be repaid unless students fail to complete the courses for which aid was received.

### Federal Academic Competitiveness Grant

The Academic Competitiveness Grant (ACG) is a federally funded program reserved for first- or second-year students who are registered in two-year associates degree programs. To receive this grant, students must have passed a rigorous course of study during high school as defined by the federal government. To receive ACG funds, students must also be receiving a Pell grant and be registered full-time in at least 12 credit hours. This grant does not have to be repaid unless students fail to complete the courses for which aid was received. The Financial Aid office determines whether or not students meet eligibility requirements.

## Loans

A loan is borrowed money that must be repaid with interest.

### Federal Stafford Student Loans

Recipients of federal student loans are under full obligation to repay loans. Requirements for loans include completing the FAFSA and registering in at least six hours (half-time) per semester.

### Before Accepting a Loan

WATC requires all students borrowing for the first time at WATC to complete an entrance counseling session. This session provides information that students need to know before accepting loans. It includes students' rights and responsibilities as borrowers of federal funds and an overview of repayment information.

### Loan Disbursement

All loans must be disbursed in at least two equal payments, usually once each semester. In the case of a single-semester loan, half of the loan amount is disbursed at the beginning of the semester; the second disbursement is disbursed after the midpoint of the semester. There are no exceptions to this rule.

### Before Leaving School

All student loan borrowers are required to complete an exit counseling session before graduation or at the time of withdrawal. The session provides information about the rights and responsibilities of the borrower, the anticipated date that repayment will begin, to whom and where to make payments and an estimated payment amount. Students who plan to leave WATC should contact Financial Aid, 316.677.9400, for specific information.

### Federal Subsidized Stafford Loans

Subsidized loans are for students who demonstrate financial need. The federal government pays the interest for students while they are registered at least half-time and during the six-month grace period after graduation. Repayment begins six months from graduation or the last date of attendance.

### Federal Unsubsidized Stafford Loans

Unsubsidized loans are available to students who do not demonstrate financial need. Students may pay interest either quarterly during the period of registration or at the time of repayment. Additional unsubsidized loans are also available to independent students (determined by federal guidelines on the FAFSA) or to students whose parents have been denied a Federal Parent Loans for Undergraduate Students (PLUS) loan. Repayment begins six months after graduation or the last date of attendance.

## Federal Parent Loans for Undergraduate Students

Federal Parent Loans for Undergraduate Students (PLUS) loans are available to parents of dependent students who are registered at least half-time and need additional resources. Only parents (as defined on the FAFSA) are eligible to apply for this loan.

### Repaying the Loans

After students graduate, leave school or drop below half-time status, there is a six-month grace period before loans are due for repayment. The amount of the loan payment depends on the size of the debt and the time it takes to repay the loan.

## Scholarships

Scholarships are available that are not based solely on financial need. These scholarships are usually made possible by private donations to the college and are awarded to students in recognition of academic achievements or work experience. Several scholarships are available to students at WATC. A complete list of available scholarships and eligibility requirements is available through the Financial Aid office.

## Other Resources for Financial Aid

The following resources may have funds available for qualified students. Eligibility is determined by the organization. Contact the organization for eligibility requirements:

- Bureau of Indian Affairs (BIA)
- Department of Veterans Affairs
- Kansas Department of Human Resources
- SER Corporation
- Social and Rehabilitation Services
- Vocational and Rehabilitation Services
- Workforce Development Office
- Workforce Investment Act (WIA)
- Employer-sponsored programs
- Private and institutional scholarships

## Transferring to Another College

Students who plan to transfer to another college or to WATC during the year must add the new college's code to the Student Aid Report (SAR). Students should contact either college's financial aid office for information on how to do this. WATC's code for the FAFSA is 005498.

## Satisfactory Academic Progress

Students must meet the following requirements to maintain eligibility for federal student aid:

1. Maintain a 2.0 GPA. The overall GPA is cumulative and includes all periods of registration.

2. Successfully complete at least 67 percent of the credit hours in which they registered for the semester.
3. Complete program within 150 percent of the published length of the program measured in credit hours attempted, which includes, if applicable, transfer credits that apply toward the student's program of study and all other credits taken at WATC.

Grades of A, B, C, D and F are counted in determining the cumulative GPA. Grades of I, U, S and W are not counted in determining the overall GPA. However, these grades and hours count in determining the percentage of successfully completed hours. Satisfactory progress is checked at the end of each semester, including the summer session.

Students who fall below a 2.0 GPA on accumulated coursework are referred for advisement. Students are notified of this status by mail. Students may not be recommended for readmission if justification for continued registration is not shown.

Students are encouraged to visit regularly with their advisors and instructors regarding grades and academic standing.

### **Financial Aid Probation**

Students who are receiving federal and state financial aid and do not meet the satisfactory academic progress requirements are placed on financial aid probation for the following academic semester. Students have the following semester, or next registration period they attend, to meet the satisfactory progress requirements. Students who are on financial aid probation due to incomplete grades are removed from probation when all other requirements are met, the course is completed and grades are turned in to the registrar. Students are notified in writing of their financial aid status at their recorded address.

If satisfactory academic progress is not regained within the next term of registration, students are placed on financial aid suspension.

### **Financial Aid Suspension**

Students who are on financial aid probation and do not make satisfactory academic progress, and students exceeding the maximum amount of time allowed to complete a program, are placed on financial aid suspension. Students who are on financial aid suspension are not eligible to receive financial aid for the next terms of registration *or* until satisfactory progress is demonstrated. Students are notified in writing of their financial aid status at their most recent address.

## **Financial Aid Suspension Appeals Process**

Students who are placed on financial aid suspension and feel they have exceptional circumstances may appeal in writing to the Financial Aid office with the appropriate documentation. Appeals must be received within 30 days of the date the notification of suspension was issued. Hearings are then scheduled with the Financial Aid Review Committee. The committee reviews appeal requests and makes decisions based on the documentation and circumstances surrounding requests. Students are notified in writing of decisions. The review committee's decisions are final.

### **Regaining Financial Aid Eligibility**

Students who lose federal financial aid eligibility for not making satisfactory progress regain eligibility when the registrar determines that satisfactory progress requirements have once again been met.

Once students demonstrate satisfactory academic progress, they are reinstated as eligible recipients and placed on financial aid probation for subsequent terms.

Students may be paid for a registration period in which satisfactory progress is regained, but cannot be paid for any payment period in which the requirements were not met.

### **Return of Title IV Funds Policy**

Students who have received any financial aid and are considering withdrawing from courses at WATC should contact the Financial Aid office, 316.677.9400, to complete the required paperwork.

If tuition and other costs were paid with financial aid dollars (federal grants and/or loans), then all or a portion of the student's refund must be returned to the student aid program(s) from which the money was awarded. Students who received cash disbursements to assist with living expenses and then withdraw, drop out or are expelled may be required to repay some or all of the money.

Students who withdraw from all courses before 60 percent of the semester or registration period has passed must repay all or a portion of the federal financial assistance received. This means that students are not entitled to 100 percent of their federal grants and/or loans until 60 percent (about 11 weeks of an 18 week semester) of the registration period has been completed. This policy applies only if students completely terminate registration from every course, cancel registration, withdraw or are dismissed.

Students are required to return the difference between the amount of unearned aid and the amount returned by the college. Students are responsible for any amount due the college that results from the return of Title IV funds that were used to cover college charges, such as tuition, tools, books, uniforms or materials.

Any federal grant money that students have to repay is considered a federal overpayment. Students must either repay that amount in full or make satisfactory arrangements with the U.S. Department of Education to repay the amount. Students must repay, or make repayment arrangements, within 45 days of the date they are notified of the overpayment or they lose further eligibility for all federal aid for attendance at any college until the debt has been paid in full. To make repayment arrangements, contact the U.S. Department of Education, Debt Collection Services, 1.800.621.3115.

### Financial Obligation

Failure to meet financial obligations of any kind to WATC could subject a student's account to suspension of future services; referral of delinquent accounts to a collection agency; and the assessment of additional late payment charges, transcript holds, attorney's fees and other costs and charges necessary for the collection of any amount not paid when due.

## Registrar

### Privacy Policy

WATC complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) and affords students certain rights with respect to their educational records. This act was designed to protect the privacy of educational records, to establish a student's right to inspect and review their educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. See board policies LS 4.0 Construction and Maintenance of Educational Student Records and LS 5.0 Privacy of Student Records.

### Student Rights

In accordance with FERPA, WATC requires that students who want WATC to release copies of grades, transcripts or any other information relative to academic performance to parents, guardians, bill-payers, prospective employers or governmental agencies must give WATC permission to do so. All requests to secure or release these types of information must be accompanied by a written authorization signed by the student. Without such authorization, WATC does not release this information. This policy extends and applies to parents who request

access to and disclosure of their student's educational records. Student records are never released without written consent, except to WATC faculty and staff who demonstrate a clear need to know. Other exceptions to this policy include compliance with a judicial order or an emergency involving the health or safety of students or other persons.

### Directory Information

Unless specifically requested by the student within ten days of the beginning of each semester to *not* disclose the information listed below, WATC may disclose such information at its discretion for any purpose. WATC designates the following student information as public or directory information:

- Name
- Dates of attendance
- Classification
- Major/degree program of study
- Awards
- Honors
- Degrees conferred, including dates
- Past and present participation in officially recognized activities

Currently registered students, or any who have previously attended WATC, may inspect their academic records by submitting an official written request to the registrar. Students must schedule an appointment with the registrar to inspect their records.

Students may challenge possible inaccuracies or misleading items in their records during the course of such an inspection — the fairness of a grade may not be challenged under this provision. Students also have the right to file a complaint with the U.S. Department of Education over alleged failures by WATC to comply with FERPA requirements.

Students are notified each year of their rights under FERPA through the catalog and student handbook. Additional information regarding student records and FERPA may be obtained from the registrar.

### Student Records

Confidential student records are not released to prospective employers, colleges or other third parties, including parents, without the student's written permission and signature. This policy is in accordance with FERPA. Upon request, students may inspect and review their educational records. Students also have the right to request a hearing with a vice president, Academic Affairs, to challenge the accuracy of their records. See Privacy Policy for additional information. Consent to Release Nondirectory Information forms may be obtained from the registrar or online at [www.watc.edu/learnerservices](http://www.watc.edu/learnerservices).

## Student Rights Regarding Personal Information

Students who are asked to supply private or confidential information are to be informed of the following according to the Federal Protection of Pupil Rights Amendment (PPRA), as amended:

*“Student social security numbers are personal information. Section 7 of the FERPA of 1974, Pub L. No. 93-579, provides that it shall be unlawful for any federal, state or local government agency to deny any individual any right, benefit or privilege provided by law because of such individual’s refusal to disclose his social security account number. Any federal, state or local government agency that requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited and what uses will be made of it.”*

- The purpose and intended use of the information.
- Whether they may refuse, or are legally required, to supply the requested information.
- Any known consequences arising from supplying, or refusing to supply, private or confidential information.
- The identity of other persons or entities authorized by state or federal law to receive the information.
- Upon request, students must be told whether WATC maintains information on them and the classification of that information — this includes confidential information.
- Students have the right to review all private or public information on them without charge.
- Students have the right to receive copies of private or public information about them. WATC may charge a fee to cover actual costs for providing the copies.
- Students may contest the accuracy or completeness of public or private information by submitting a written complaint. WATC has 30 days to either correct the information found to be in error or to notify the student that it believes the information is correct. If the information is found to be incorrect, WATC will attempt to notify past recipients of the information. Students may appeal WATC’s adverse determination. Refer to the college’s policies and procedures manual.
- The permission or consent required of parents and the rights accorded to parents by statute or law are required for and accorded to students.

## Course Load

### Credit Hours and Student Status

<i>Per Semester</i>	<i>Student Status</i>
12 or more credit hours	Full-time
9 to 11.9 credit hours	Three-quarter-time
6 to 8.9 credit hours	Half-time
5.9 or fewer credit hours	Less than half-time

### Cumulative Credit and Student Status

Less than 30 credits	First year/freshman
30 to 60 credits	Second year/sophomore

## Registration Information

### Change of Major

Students who wish to change their major or program of study or update other information should complete the proper form and submit it to the registrar within the first two weeks of the semester.

### Information Update

To update other student information, such as a name or address change, students should complete a Student Record Change form and submit it to the registrar. This form is available in administrative offices at all locations or online at [www.watc.edu/learnerservices](http://www.watc.edu/learnerservices).

### Tuition and Fees

Kansas resident tuition for most technical programs and courses starting between July 1, 2007, and June 30, 2008, is \$99 per credit hour. Tuition for a few selected programs are at different rates ranging from \$99 to \$198 per credit hour. Kansas nonresident or out-of-state student tuition varies per credit hour depending on the program of study. Out-of-state tuition ranges from \$426 to \$525 per credit hour. *Rates are subject to change without advance notice.* Tuition and fees are also available online at [www.watc.edu/learnerservices](http://www.watc.edu/learnerservices).

Estimated program cost sheets that list all program costs are available by contacting Learner Services, 316.677.9400, and online at [www.watc.edu/costsheets](http://www.watc.edu/costsheets).

#### ACT™ WorkKeys® Assessment Fees–Nonrefundable

ACT® WorkKeys® Math and Reading .....	\$10 each
ACT® COMPASS™ Math / Reading / Writing ...	\$5 each
TEAS® .....	\$20

#### Administration Fee

Nonrefundable, per credit hour .....	\$4
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#### Application Fee

One-time, nonrefundable .....	\$16
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#### Credit by Examination Fee

Nonrefundable, credit by examination or “test-out” .....	\$75
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#### Graduation Fee

Degree or Technical Certificate .....	\$26
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<b>Parking Fee</b>	
Per semester .....	\$6
<b>Registration Fee</b>	
Nonrefundable, per semester, includes credit and noncredit courses .....	\$6
<b>Returned Check Fee</b>	
Nonrefundable for insufficient check .....	\$30
<b>Student Activity Fee</b>	
Per semester .....	\$11
<b>Student ID Fee</b>	
Nonrefundable, per academic year .....	\$6
<b>Technology/Library Fee</b>	
Per semester .....	\$19
<b>Transcript Fee</b>	
Per transcript requested .....	\$11

### Textbooks, Materials, Tools and Supplies

Students are responsible for purchasing textbooks, materials, tools, uniforms and other costs that are charged separately. Costs differ from course to course. Textbook information is provided at orientation. Estimated program cost sheets that list all program costs are available by contacting Learner Services, 316.677.9400, and online at [www.watc.edu/costsheets](http://www.watc.edu/costsheets).

### Preregistration

Students are encouraged to preregister for courses. Once the WATC Application for New Student Admission, official transcripts and ACT™ WorkKeys® or other entrance test scores have been received, students may preregister in courses or register with payment. Some programs may have additional requirements that must be met before students can preregister. On-campus preregistration is available at the Main Campus for all students. Appointments are not required. Advisors are available to answer questions and assist with the preregistration process.

### Late Registration

See Add, Drop and Withdrawal Process.

### Payment

The preregistration period ending date for each semester is published in the class schedule. Registration continues until the first day of the course or until courses are full.

- Statements are issued to students who have preregistered. Payments are due each semester by the published deadline dates. Students may obtain class schedules and make payments at the Main Campus.
- To mail payments, students should send check or money order with full name and program name to:

Wichita Area Technical College

Finance and Operations

301 S. Grove, Wichita, KS 67211-2099

- Payments must be made by the published deadline dates for each semester or the student's registration may be cancelled. Students may register again for open courses, but cash, check, third-party authorization or federal financial aid must be available as payment.

### Financial Obligation

Failure to meet financial obligations of any kind to WATC could subject a student's account to suspension of future services; referral of the delinquent account to a collection agency; and the assessment of additional late payment charges, transcript holds, attorney's fees and other cost and charges necessary for the collection of any amount not paid when due.

### Transfer of Credits to WATC

Coursework from an accredited institution and/or documented work experience or business, industry or military training that fulfills course requirements for an AAS degree or technical certificate program within the last five years may be considered for transfer credit. Credits earned prior to this time are evaluated on a course-by-course basis. Approved transfer credits are not included in the student's WATC career GPA, but the credit hours are applied to the program award requirements. Some WATC programs have transferable credit to other programs. Credit hours earned at WATC and transferred from one program to another are evaluated following the same guidelines and review process and the credit included in students' GPA.

WATC requires official transcripts, employment information and military records from each institution from which a student wants to transfer credit. Students are responsible for ensuring that transcripts or documents have been sent and are on file with the registrar. Without sufficient documentation, it may be necessary for students to verify technical knowledge and skills through written and/or performance examinations. The registrar and/or appropriate department chair review and evaluate transfer of credit requests and inform students in writing as to the acceptability of the coursework or experience toward an AAS degree or technical certificate. Transfer credits must have been earned at an accredited institution. Equivalent coursework for which students have earned a letter grade of C or better is considered for transfer.

## Coursework

All AAS degree programs require general education credit hours. For the exact number of credit hours and courses, refer to specific program requirements. Students are encouraged to transfer general education courses to WATC immediately after such credit is earned. If credit was not awarded in credit hours, technical training coursework that is accepted for transfer is converted to a justifiable number of credit hours and documented on official transcripts. Credit hours earned are included in career totals; however, the transfer hours are not reflected in student's cumulative WATC GPA.

## Credit by Examination

Students may demonstrate, on an internal WATC examination, the knowledge and proficiency necessary to receive credit for certain courses.

### Purpose

The purpose of awarding credit by exam is to give students the opportunity to earn credits based on previous knowledge, thereby avoiding unnecessary repetition of content, which allows them to move more quickly toward graduation.

### Procedure

Students who are seeking AAS degrees or technical certificates may request credit by examination for certain courses in the current catalog for which achievement of the course goals can be demonstrated by examination. Students are advised to complete credit by examination testing prior to the first day of classes. For students who are currently attending classes and would like to take a credit by examination, testing must be completed prior to the end of the first week of classes.

The individual course for which credit is to be given must be approved by the appropriate department chair. The actual test must also be approved by the department chair.

1. Students must have completed all college admissions requirements, including payment of admissions fee and providing the registrar with all previous college transcripts.
2. Students must be registered to be eligible for credit by examination.
3. Students must have met any prerequisites prior to taking an exam for credit.
4. Students may take an exam for credit only once for each course.
5. Students may not take an exam for credit if transfer credit has already been granted for the course or if the student has already taken the course at this or another institution.

## Process

1. Students complete the Credit by Examination form and submit it to the registrar or designee for approval. The registrar submits the request to the appropriate department chair for approval for courses not already designated eligible for credit by exam.
2. Students take the signed form to their student representative and pays \$75 per test for the exam. The fee must be paid prior to taking the credit by exam and **is not** refunded if students do not pass the exam. There is no financial aid available to pay for credit by exam, and the hours earned through credit by exam do not count as registered hours. Students who fail the exam may pay the tuition and take the course.
3. Students take receipt to Testing Services for administration of credit by exam.
4. Testing results are sent to the registrar, and students are notified by mail of exam results.
5. If a student does not pass the exam, a notation is made on the Credit by Examination form, and the form is filed in the student's permanent file. No indication of the exam is made on the student's transcript.
6. If a student passes the exam, a notation is made on the Credit by Examination form, and the form is filed in the student's file. The credit is placed on the student's transcript with a grade of CE. Results of special examinations do not affect student's cumulative GPA.

## Auditing Courses

Students who audit courses attend regularly, but are not required to take exams or complete assignments. No credit is awarded for audited courses.

- All course prerequisites must be met or students must obtain instructor approval.
- Each division determines which courses are suitable for the audit option.
- A grade of X is recorded on students' transcripts. Under no circumstances may a audited course be changed to a course taken for credit, and courses registered in for credit cannot be changed to a course for audit. Students may register to audit courses if space is available. Registration dates for auditing courses follow the published add period for the semester.
- The registration form for audited courses must be signed by the appropriate department chair. The completed and signed form should be returned to the registrar.
- Tuition and fees for audited courses are the same as those charged for credit courses. Tuition and fees are due at registration and may not be charged to students' accounts.

- Financial aid and scholarship monies may not be used to pay for audited courses.

## Work Experience/Training

Work experience or business, industry or military training considered for transfer must satisfy program course requirements. If accepted for transfer, the experience is converted to a justifiable number of credit hours and documented on the student's transcript. Letter grades are not assigned. A maximum of six credit hours is accepted by WATC for this purpose.

## Transfer of Credits From WATC

It is possible to transfer WATC credits to other colleges and universities. However, acceptance of transfer credit is at the discretion of the receiving institution. To be assured of credit transferability, it is essential that students talk to an admissions officer at the college to which they are transferring. *WATC does not copy, forward or release another institution's records.*

## Add, Drop and Withdrawal Process

Once students have completed registration, the only way they can modify their schedule is by following the Add, Drop and Withdrawal Process. Students who are improperly registered should immediately go to the registrar's office for instructions on how to proceed. Students may drop courses or withdraw from the college by completing a Course Schedule Change form, obtaining the appropriate approval signatures and submitting the completed form to the registrar. **The effective date is the date that the completed Course Schedule Change form is received in the registrar's office.** For financial aid purposes, the withdrawal date is always the last date of attendance as determined by the institution from its attendance records. The Course Schedule Change form is available at all administrative offices or online at [www.watc.edu/learnerservices/registrar.html](http://www.watc.edu/learnerservices/registrar.html).

## Adding/Dropping Concurrently

Students who concurrently drop and add the same number of credit hours in a simultaneous transaction may incur additional charges or receive refunds. See the Institutional Refund Policy.

## Adding Courses

Students may add a course or courses the first business day of the semester for 9- to 18-week courses without prior approval. For short programs that begin during the semester, such as Certified Nurse Aide and Commercial Driver Education, no late registration is allowed.

## Dropping Courses

Courses dropped prior to the published 20<sup>th</sup> day of classes for a given term (or 25 percent of class meetings for nonstandard courses) are not recorded on the student's transcript. From the 20<sup>th</sup> day through the 10<sup>th</sup> week of 18-week courses, officially dropped courses appear on transcripts with a grade of W. For nonstandard courses, a W is given through the 50 percent mark of the course. Withdrawals are not allowed after these times. Students who do not officially drop/withdraw from a course receive an F for that course.

Students who wish to drop/withdraw from courses must complete a Course Schedule Change form. Necessary signatures must be obtained and the completed and signed form returned to the registrar's office for processing. Students who are receiving financial assistance must also obtain Financial Aid signatures. **The effective date is the date that the completed Course Schedule Change form is received in the registrar's office.** For financial aid purposes, the withdrawal date is always the last date of attendance as determined by the institution from its attendance records. Financial aid recipients may be impacted by the return of Title IV funds. See Return of Title IV Funds Policy.

## Drop/Withdrawal

Course Length	Does not Show on Transcript	Shows as W on Transcript	Shows as F on Transcript
Less than 4 weeks	On 1 <sup>st</sup> day*	Not applicable	After 1 <sup>st</sup> day*
4 Weeks	Through 5 <sup>th</sup> day*	6-11 day*	After 11 <sup>th</sup> day*
6 Weeks	Through 7 <sup>th</sup> day*	8-15 <sup>th</sup> day*	After 16 <sup>th</sup> day*
9 Weeks	Through 11 <sup>th</sup> day*	12-24 <sup>th</sup> day*	After 24 <sup>th</sup> day*
18 Weeks	Through 20 <sup>th</sup> day*	21 <sup>st</sup> -50 <sup>th</sup> day*	After 50 <sup>th</sup> day*

\* Refers to business day.

## Withdrawal From College

To withdraw completely from college, students must complete a Course Schedule Change form, obtain the appropriate approvals and signatures and return the form to the registrar. Students are responsible for immediate payment of any balances due to WATC at the time of withdrawal, after adjustment to any financial aid. Finance and Operations is notified of the withdrawal.

Discontinued class attendance does not constitute official withdrawal. The official withdrawal date is the date the withdrawal procedure is initiated. If students are no longer attending any classes, WATC may withdraw their registration (see Administrative Withdrawal). Students who do not process a Course Schedule Change form indicating they are completely withdrawing from college receive an F for the courses they are still registered in, and that grade is entered on students' transcripts. Exceptions may be

authorized by the vice president, Learner Services and Institutional Effectiveness. All appeals must be in writing.

### Administrative Withdrawal

WATC may elect to initiate an administrative withdrawal to withdraw students from all courses for any of the following reasons:

1. Student fails to provide documentation required by WATC for them to achieve full admission status.
2. Student fails to meet WATC's basic standards for academic performance and/or progress.
3. Student violates attendance expectations.
4. Student fails to provide documentation requested by WATC to complete student's financial aid file in a timely manner. Student fails to make payment of tuitions and/or fees in the manner, amount and at the time agreed on between student and WATC's Finance and Operations office.

Should WATC elect to initiate an administrative withdrawal, written notification is sent to students. Students have five business days to appeal an administrative withdrawal. The completion of an administrative withdrawal does not relieve students of their financial obligations to WATC. All charges that are unpaid by students at the time of an administrative withdrawal become immediately due and payable. Refunds are issued and credits are applied in accordance with WATC's published refund policy.

### Course Cancellation

#### Insufficient Registration/ Class Size Limitations

Courses have specific minimum or maximum registration numbers. If it becomes necessary to cancel courses due to insufficient registration, all tuition and course fees are refundable for courses that are cancelled if a replacement course is not provided. WATC reserves the right to cancel or postpone courses regardless of the advertised starting date. Registration for most programs is on a first-come, first-served basis. Some programs select registrants from an applicant pool. Courses may fill before the end of the preregistration period.

### Attendance

Class attendance is a reliable predictor of future performance as an employee, and WATC is dedicated to providing employability and technical skills. Punctual attendance at all scheduled classes is regarded as integral to all courses and is expected of all students. Students are also expected to maintain satisfactory progress in all courses in which they are registered. Because all coursework builds upon material sequentially presented in classes, WATC

faculty members include attendance expectations in their course syllabi. Students are responsible for knowing and adhering to these expectations. Penalties for excessive absences may include reduction of grades and/or withdrawal from courses. Students are responsible for obtaining information presented during absences. WATC encourages all students to check with their instructors if they have any questions regarding program attendance expectations.

## Grading System

### Letter Grades

WATC issues letter grades to communicate students' level of achievement or competency. It is important to note the quality points and the meaning of each letter grade.

Letter Grade	Quality Points Per Credit Hour	Grade Description
A	4	Superior achievement (credit awarded)
B	3	Above average achievement (credit awarded)
C	2	Average achievement (credit awarded)
D	1	Below average achievement (credit awarded, but does <b>not</b> satisfy graduation requirements in occupational specific/core courses)
F	0	Failing work (no credit awarded)
CE	Cr	Credit by examination (credit awarded)
S	N/C	Satisfactory achievement
U	N/C	Unsatisfactory achievement (no credit awarded)
W	N/C	Withdrawn
I	N/C	Incomplete
N	N/C	Grade not submitted
X	N/C	Audit (no credit awarded)

### Grade Point Average

Semester and cumulative grade point averages (GPAs) are calculated and recorded on the student's permanent transcript at the end of each grading period. Semester GPAs are calculated by adding the quality points earned, which is the number of credits taken multiplied by the points awarded for each letter grade (A=4, B=3, C=2, D=1, F=0). This number is then divided by the credit hours attempted that semester. Cumulative GPAs are calculated the same way, but are a composite of all quality points earned and credit hours attempted at WATC. While transferred credits are added to transcripts, the grades for these hours are not included in calculating the WATC GPA.

Repeat courses are noted on grade reports and transcripts with an R after the letter grade. The new grade replaces the original grade in the calculation of student's cumulative GPA. Questions about grades or GPAs should be directed to the registrar or department chair.

### **Incomplete Courses**

Students who are unable to complete courses should contact their instructor regarding incomplete grades. At the instructor's discretion, students may be granted an extension of time to complete assigned work if they are in good standing (have been making a passing grade) and they enter into a contract with the instructor indicating what work must be completed and the time frame for completion. If granted, students receive an incomplete letter grade for the course, which is recorded as an I on the grade report and transcript.

All work for incomplete courses must be satisfactorily completed within four calendar weeks. The instructor then completes the appropriate documentation and submits it to the department chair for validation. The department chair then submits the validated documentation to the registrar. The I automatically becomes an F or U at the end of the four-week period if a change is not requested.

### **Repeating Courses**

Students are allowed to repeat failed or dropped courses one time. All course-related charges must be paid for repeated courses. Repeat courses are noted on grade reports and transcripts with an R after the letter grade. Only the latest grade earned, higher or lower, is used to calculate the GPA.

### **Occupational Profiles**

Occupational profiles are more explicit than letter grades and provide prospective employers detailed information about students' technical knowledge and skills. This gives graduates an advantage when seeking employment.

Occupational profiles are based on a numerical rating system that assesses students' occupational competencies as follows:

- 4 Skilled — performs task independently
- 3 Moderately skilled — performs task with limited supervision
- 2 Limited skilled — performs task with close supervision
- 1 Exposure — received instruction, but has not developed skill
- N No instruction on task

Occupational profiles are available for most current programs. There is a processing charge for occupational profiles. Students may obtain copies of

their occupational profile through the registrar by submitting a completed Transcript Request form along with payment for the processing charge. Upon written request from the student, WATC mails profiles to prospective employers and others. The Consent to Release Nondirectory Information and Transcript Request forms are available from the registrar or online at [www.watc.edu/learnerservices](http://www.watc.edu/learnerservices).

### **Grade Reports**

Grade reports are issued by mail at the end of each semester for courses that receive letter grades. The report reflects semester and cumulative GPAs. Official grade reports are mailed to students' last address of record. Students are responsible for keeping address information current.

Courses for which instructors have not submitted grades are reported as Grades Not Submitted with a letter grade of N on grade reports and transcripts. Questions about grades should be directed to the registrar, an instructor or department chair.

### **Transcripts**

Transcripts, official records for individual students, list the subjects studied, credits and grades received. A transcript fee must be paid before transcripts are provided to students or other institutions. Contact the registrar for additional information.

### **Financial Obligation**

Failure to meet financial obligations of any kind to WATC could subject a student's account to suspension of future services; referral of the delinquent account to a collection agency; and the assessment of additional late payment charges, transcript holds, attorney's fees and other cost and charges necessary for the collection of any amount not paid when due.

### **Academic Probation**

To graduate, students must maintain a minimum cumulative GPA of 2.0 on a 4.0 grading scale. Students who are registered in six or more credit hours and do not maintain a 2.0 cumulative GPA are placed on academic probation the following semester of registration. Students who receive financial aid must meet additional criteria to meet satisfactory academic progress. Contact Financial Aid, 316.677.9400, for additional information.

At the close of each semester, the registrar and the associate vice president, Enrollment Management, review students' academic records and notify students in writing of their probationary status.

To register while on academic probation, students are required to:

- Meet with a student success specialist to understand the terms of academic probation and academic suspension.
- Complete a written action plan with a student success specialist. The action plan must have the approval of the appropriate department chair and include specific academic goals that facilitate achieving the required GPA, which may include meeting with the department chair or instructor to determine progress, as well as any additional actions or interventions deemed necessary.

If students' semester and cumulative GPA meet the requirements for satisfactory academic progress at the conclusion of the probationary semester, students are no longer considered to be on academic probation. Students who do not meet satisfactory academic progress requirements are placed on academic suspension.

Students who are placed on academic suspension at WATC may appeal to the vice president, Academic Affairs. For details on this process, refer to Grievance Procedure, which can be found in the catalog and student handbook. Students who are placed on academic suspension are not eligible to register for the next regular semester. After one semester of academic suspension, students may register under continued academic probation status until their GPA reaches 2.0.

## Graduation Requirements

To be awarded an AAS degree, technical certificate or certificate of completion, students must have satisfactorily completed all required coursework, submitted required transcripts for transfer credit and met all academic, financial or other obligations required for their program of study. WATC urges students to continuously monitor their educational progress. Prior to the final semester or registration period, students must meet with an advisor to ensure that all requirements will be finished prior to the anticipated graduation date.

### Associate of Applied Science Degree Graduation Requirements

- A minimum of 60 semester credits with an overall GPA of 2.0 or higher.
- A minimum grade of a C in all occupational specific (core) courses within the student's declared program of study.
- At least 25 percent of credits must be earned at WATC.
- Recommendation for graduation by the registrar.

### Technical Certificate Graduation Requirements

- A minimum overall GPA of 2.0.
- A minimum grade of a C in all occupational-specific (core) courses within the student's declared program of study.
- At least 25 percent of credits must be earned at WATC.
- Recommendation for graduation by the registrar.

### Certificate of Completion Requirements

- A minimum grade of a C in all occupational-specific (core) courses within the student's declared certificate of study.
- Recommendation for issuance of the certificate by the registrar.

### Intent to Graduate

All students in AAS degree or technical certificate programs of study must formally notify the registrar of their intent to graduate by completing an Graduation Intent Card and paying the graduation charge associated with their program of study — even if they do not choose to participate in the commencement ceremony. This card needs to be completed by the date published in the student handbook. The registrar completes degree checks after Graduation Intent Cards are returned and graduation fees are paid.

Students who want to have their graduation fees paid with financial aid funds should submit the Graduation Intent Card by the tenth day of the semester.

### Graduation Checklist

Students should continuously monitor their educational progress using the Technical Education Student Planner, General Education Student Planner or a similar graduation checklist. The planners, which are located in the student handbook, can also assist with goal planning. Advisors are available and eager to help, but ultimately, monitoring educational progress is the student's responsibility.

### Commencement Ceremonies

At the conclusion of the spring semester, all students completing AAS degree or technical certificate programs are honored at a commencement ceremony.

Individual locations may also hold ceremonies throughout the year to recognize students who complete AAS degree, technical certificate or certificate of completion programs.

## Student Success Services

Student Success Services offers study-skills and life-skills assistance in an effort to enhance students' college experience and to help them with their college career. This assistance may help students adjust to college and reduce the stress felt by being in a new environment.

### Community Resources

Student Success Services offers information and referrals for community resources. There are several agencies in the Wichita community that can assist eligible students.

### Career Services

Career Services, within Student Success Services, offers several services to all WATC students and alumni to assist them in securing relevant employment after graduation.

### College Central Network, Inc.

WATC partners with College Central Network, Inc. (CCN), an online job and résumé board. This service is available to current students, alumni and employers. Student success specialists provide training sessions for current students. To use the system, students, alumni and employers must register online at [www.collegecentral.com/watc](http://www.collegecentral.com/watc).

### Job Boards

WATC's Main Campus and Central Center have job boards where available employment opportunities are posted. The job board is updated and new jobs are posted daily. Jobs that are specific to a program are also sent to instructors for announcement in classrooms. Department chairs are also notified of job openings that pertain to their divisions.

### Career Placement Study

WATC conducts a career placement follow-up study each year to determine the employment status of WATC graduates. Follow-up results are published in the Career Placement Report, which is available from Student Success Services, administrative offices at all locations or online at [www.watc.edu](http://www.watc.edu). WATC provides career placement assistance to all WATC graduates, however, career or job placement cannot be guaranteed.

### References and Letters of Recommendation

To request a letter of recommendation or reference from a WATC faculty member, students must complete, sign and date a Student Reference Request form. Students are responsible for submitting the original completed form to the registrar and a copy of the form to the faculty member before a recommendation is given.

## Finance and Operations

### Institutional Refund Policy

#### Schedule Changes

Students who are considering withdrawing completely from a program must contact the registrar, their advisor or department chair and instructors. Schedule changes can affect a student's financial aid eligibility and status.

### General Refund Guidelines

#### Drops and/or Withdrawals

##### Before First Day of Courses

Refunds for a drops or complete withdrawals on or before the first day of classes are given for tuition, undistributed materials, undistributed uniforms, undistributed tools, insurance, post-program testing/exam fees, program dues, parking fee, technology/library fee and student activity fee. No other charges or fees are refundable. WATC will not retain more than \$100 of tuition and fees collected in advance for students who completely withdraw from the college. See Tuition Refund Schedule.

##### Drops and/or Withdrawals After Courses Begin

Refunds for drops or complete withdrawals after classes begin are given for tuition only. No other charges are refundable including, but not limited to, uniforms, tools, materials, insurance, program testing/exam fees, dues and other student fees. See Tuition Refund Schedule.

#### Refunds

Refunds, when due, are made within 30 days from the date the registrar receives the completed Course Schedule Change form from the student. If refunds are a result of the receipt of Title IV funds, any credit balance is to be refunded to the student, or parent if from a PLUS loan, within 14 days from the date that the credit balance is generated. Refund checks are mailed directly from Finance and Operations to student's recorded address. Students may not pick up refund checks.

Students who paid with credit cards are notified by mail when refund calculations are complete. Students must then return to the Main Campus with the charged credit card for refunds to be processed.

#### Cancelled Courses

All tuition and course fees are refundable for courses that are cancelled. Refunds, when due, are made within 30 days from the date the course is cancelled.

**Administrative Dismissal From College**

See Tuition Refund Schedule.

**Student Drop or Withdrawal Process**

See Add, Drop and Withdrawal Process.

**Tuition Refund Schedule – Credit Courses**

Refunds for students who drop or withdraw after tuition has been paid are calculated based on the following schedule:

<i>For 9- to 18-Week Courses</i>	<i>Refund Amount</i>
Prior to and including 5 <sup>th</sup> business day after course begins	100%
6 <sup>th</sup> to 10 <sup>th</sup> business days* after course begins	50%
11 <sup>th</sup> and after business days* after course begins	No refund

<i>For One Day to Less Than 9-Week Courses</i>	<i>Refund Amount</i>
Prior to 1 <sup>st</sup> day after course begins	100%
1 <sup>st</sup> to 3 <sup>rd</sup> business days* after course begins	50%
4 <sup>th</sup> and after business days* after course begins	No refund

\* Business days are considered Monday through Friday.

**Tuition Refund Schedule – Noncredit Courses**

Refunds for students who drop or withdraw after tuition has been paid are calculated based on the following schedule:

<i>Deadline for Notice</i>	<i>Refund Amount</i>
Prior to 1 <sup>st</sup> day of course	100%
After course begins	No refund

**Financial Obligation**

Failure to meet financial obligations of any kind to WATC could subject a student's account to suspension of future services; referral of the delinquent account to a collection agency; and the assessment of additional late payment charges, transcript holds, attorney's fees and other cost and charges necessary for the collection of any amount not paid when due.



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**Additional  
Services and  
Resources**

## Additional Services and Resources

### Building Accessibility/ Accommodations

WATC does not discriminate with regard to disability in employment, education, admissions or activities. The layout at all locations makes it possible for physically disabled individuals to access most programs of study offered. Special-need services are provided in order to improve access to education opportunities and to provide reasonable accommodations for individuals with learning disabilities that limit life functioning. Reasonable accommodations are provided to individuals with documented disabilities. It is the responsibility of individuals with disabilities to make their needs known to the department chair responsible for their location. Forms are available through Student Success Services or online at [www.watc.edu/learnerservices](http://www.watc.edu/learnerservices).

A telecommunications device for the deaf (TDD) is available at the Main Campus in the Admissions office. Individuals should contact personnel in that office if they need to use this device.

### Reasonable Accommodations for Individuals With Disabilities

WATC recognizes that traditional methods, programs and services are not always appropriate or sufficient to accommodate limitations experienced by some qualified persons with disabilities. When a disability prevents a student from fulfilling a course requirement through conventional procedures, consideration is given to alternatives *while also realizing that academic standards must be maintained*.

As deemed appropriate in individual situations, reasonable accommodations may be made for qualified students with disabilities. Support services and auxiliary aids are examples of reasonable accommodations that may be made available under specific circumstances.

Students eligible for accommodations and/or services, under Section 504 of the Rehabilitation Act of 1973 and the American With Disabilities Act (ADA) of 1990, have certain responsibilities. Students must provide WATC with medical or other diagnostic

documentation confirming their disability and limitations. They may also be required to provide additional documentation of limitation evaluations, such as a recent report — prepared by a qualified physician, psychologist or professional — that evaluates their ability to perform adult-level college work and states the parameters of the disability.

Students are responsible for requesting accommodations or auxiliary aids and are expected to cooperate in obtaining and arranging for accommodations or auxiliary aids. Requests should be made *at least six weeks before courses, programs or activities begin*. Students should contact the associate vice president, Enrollment Management, **each semester after registration** with a list of courses they have registered in and instructors' names. Forms are available from Student Success Services or online at [www.watc.edu/learnerservices](http://www.watc.edu/learnerservices).

Students are responsible for making a written request for assistance to obtain specialized support services from other resources, such as State Vocational Rehabilitation, Recordings for the Blind, State Services for the Blind, etc. Example: The Division of Vocational Rehabilitation may fund items, such as transportation to the institution, tuition, text books, hearing aids and other individually prescribed devices.

The associate vice president, Enrollment Management, Main Campus, serves as the coordinator of accommodations for students with disabilities, acts as the resource person to faculty and staff members and is the liaison to outside agencies.

WATC encourages students with disabilities to practice self-advocacy. Anything that faculty and staff members can do to aid this process enhances mutual understanding and communication.

### Food Services

All WATC locations have lounge areas with vending machines where food and beverage items are available for purchase.

### Housing

WATC is an urban college and does not own, operate or enter into formal agreements for student housing. Contact a student success specialist for local information, 316.677.9400.

### Inclement Weather

If classes are cancelled due to inclement weather, notification of cancellation is sent to local radio and television stations. If a student is unsure about a particular location, information is available through the administrative office, by calling the college's Emergency Closing Hotline, 316.677.9596, and online at [www.watc.edu](http://www.watc.edu).

## Student Identification

The ability to easily identify current WATC students is an important component of WATC's campus safety and security efforts. Students must have a valid WATC photo student identification (ID) card for the current semester. Students are required to wear their IDs in a manner that keeps them readily visible while on any WATC property. IDs may also be required to access resources in the Library and Learning Resource Centers. Student IDs are prepared as a part of student orientation or can be obtained through the Learner Services office at the Main Campus.

## Library Learning Resources

WATC has two Library and Learning Resource Centers (LLRCs). The Main Campus LLRC contains resources for the Manufacturing and Engineering Technologies (M&ET) and the Transportation and Construction Technologies (TCT) divisions. The Central Center LLRC serves the Adult Education and the Health Sciences divisions. Collections at both LLRCs include books, current and archived periodicals, audio-visual materials, software programs, an online catalog and online databases that are general and program-specific. These allow students to do subject searches for journal articles or e-books. Off-campus, students can access the LLRCs through WATC's Web page at [www.watc.edu/library](http://www.watc.edu/library).

WATC students can check out materials using their student ID. There are no fines for late returns, but a hold is placed on students' accounts until all overdue items are returned. Lost items require replacement cost plus a processing fee.

Two professional librarians offer continuous Information and Library Literacy training to the student population. With the support of a part-time assistant, the LLRCs are able to provide one-to-one reference service. The level of personal assistance is a positive aspect of the LLRCs. Staff members are able to take the time to help each person, including prospective students and community members.

Information and Library Literacy, a training program, seeks to provide students with the abilities to access and analyze information in a digital world, increasing their life skills and giving them a competitive edge in the job market.

Interlibrary Loan is a system to order books and journal articles from other libraries to obtain materials for faculty, staff and students. The LLRCs are able to order items directly from libraries throughout the state. With the support of the South Central Kansas Library System, materials can be ordered from throughout the world.

To help the students relax, comfortable seating areas are provided. Board games, such as chess and checkers are available, as well as jigsaw puzzles for those who want to test their mental abilities. Coffee is provided at the Main Campus LLRC to promote a more comfortable atmosphere. At the Central Center LLRC, students utilize the tables to study in small groups. All of these amenities help students feel a sense of ownership in the LLRCs. Current hours and other information can be found at [www.watc.edu/library](http://www.watc.edu/library).

### Central Center LLRC

324 N. Emporia, Wichita, KS 67202-2512

Second Floor

316.677.1338

### Main Campus LLRC

301 S. Grove, Wichita, KS 67211-2099

Building B

316.677.9444

## Internet Usage

Board policy, LS 6.0 Acceptable Use of Computers, Networks, Internet, Electronic Mail and Other Online Services—Students, describes procedures that must be accepted and followed. All individuals utilizing these resources are required to complete and sign an Internet Access Contract.

## Student Organizations

Local chapters of the Health Occupations Students of America (HOSA), SkillsUSA, a club for vocational industrial students, Society of Manufacturing Engineers (SME) and National Association of Home Builders (NAHB) offer students a wide variety of leadership skill training and professional development opportunities. Students also have opportunities to participate in local, state and national leadership and skill conferences. These activities present students with excellent opportunities to build self-confidence, meet new people, participate in competitive events and visit with local, state and national employers.

## Parking Regulations

On-campus parking is available at all WATC locations. Parking fees are assessed each semester. All motor vehicles, motorcycles, mopeds and bicycles must be registered with WATC and must display a current parking decal.

## Parking Fees and Decals

Parking fees are \$6 per semester. One parking decal is included in the parking fee. **Decals are not transferable between vehicles.**

## Where and How to Park

WATC assumes no responsibility for the care or protection of any vehicle or its contents during time parked or operated on the grounds of any WATC property. Vehicle registrants are held responsible for the safe operation and parking of their vehicle regardless of who may be operating the vehicle.

Registration of a vehicle does not guarantee a parking space on WATC property. Lack of space is not considered a valid reason for violating parking regulations. Vehicles parked outside the parking space boundaries, regardless of the reason, will be ticketed. Backing into parking spaces is prohibited.

## Temporary Parking Permits

Temporary parking permits may be acquired from the main office at each WATC location. A temporary parking permit may be used up to five times per semester, whether the vehicle is rented, borrowed, family-owned or for short-term classes meeting five or fewer times.

## Handicapped Parking

Vehicles parked in a WATC designated handicapped parking area must display a current handicapped parking permit and a WATC parking decal.

## Parking Fines and Removal

WATC reserves the right to remove, or have removed, any vehicle that is parked in such a way as to constitute a hazard; impedes vehicular or pedestrian movement; blocks the operation of emergency equipment; or hinders making essential repairs. Vehicles deemed abandoned may also be removed from WATC property. Owners of such vehicles are responsible for paying all costs involved in the removing, impounding and storage of such vehicles.

Fines may be assessed for improper parking, parking in restricted or no-parking areas; speeding or reckless driving; failure to register vehicle with WATC; failure to display parking decal; and failure to follow directions of school authorities in matters related to vehicular traffic and parking.

Students are required to obtain and display a valid parking permit. City of Wichita parking tickets are issued for parking violations and must be paid to the City of Wichita according to its process. Parking privileges may be revoke due to excessive violations.

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**CATALOG**

# **Policies and Procedures**

# Policies and Procedures

## Student Bill of Rights

### LS 13.0 Policy Statement

The Wichita Area Technical College (WATC) community expects all members to discipline themselves, individually and collectively, and it requires adherence to the regulation of conduct appropriate for an academic community. Members of the college community are obligated to assume individual responsibility for their personal freedoms and obligations. WATC must and will take appropriate action when a member's conduct places the best interests of the community at jeopardy.

Students are both citizens and members of the academic community. As citizens, they enjoy the same freedoms of speech, peaceful assembly and right of petition that other citizens enjoy. As members of the academic community, they assume the obligations inherent in that membership, and as representatives of the college. Students, as members of this community, are responsible for being familiar with the policies of WATC.

1. **Freedom of Association:** Students are free to organize and to participate in voluntary associations of their own choosing, subject only to reasonable college regulations ensuring that such associations are neither discriminatory in their treatment of other members of the college, nor operated in a manner that substantially interferes with the rights of others. Freedom of association may not be forbidden because of the general political or philosophical objectives of any particular group. However, college groups or organizations are under a strong obligation to avoid representing their actions or views as those of the college.
2. **Recognized Campus Organizations:** A recognized organization is a group of WATC students organized for a stated purpose that has official recognition from the college. Affiliation with extramural organizations shall not of itself disqualify student organizations, neither from institutional recognition nor from the use of college facilities, although reasonable provisions may be made to safeguard the autonomy of college organizations from domination by outside groups.
3. **Freedom of Speech and Assembly:** No regulation shall restrict student expression solely on the basis of disapproval or fear of their ideas or motives. Students and student organizations shall be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. Modes of expression or assembly that are manifestly unreasonable in terms of time, place, or manner may be forbidden. This does not, however, abrogate students' accountability as citizens to the laws of the larger society.  
Students and student organizations shall always be free to support causes by orderly and peaceful assembly that does not infringe upon the rights of others. It shall be made clear that such expressions represent views of the students or student organizations and not the college.  
Student groups are allowed to invite and to hear any persons of their own choosing. Routine procedures required by the college before guest speakers are invited to appear at college locations shall be designed to ensure that there is orderly scheduling of facilities and adequate preparation for the event. College control of college facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the college.
4. **Freedom of the Press:** There shall be no ideological censorship in the determination of printed matter available at the college; access to publications is not to be denied because of disapproval of their content. Any student publications supported by compulsory student fees or by substantial college subsidy shall, however, be subject to the rules and regulations of the Kansas State Board of Education acting as trustees of the college or their designees.
5. **Freedom in the Classroom:** Classrooms are not unstructured political forums; they are the center for study and understanding of described subject matter for which faculty members have professional responsibility and institutional accountability. Faculty members should respect the confidential nature of the relationship between faculty and students. Faculty members should avoid exploitation of students for private advantage and should acknowledge significant assistance from them. Faculty members should protect students' rights as defined herein. Control of the order and direction of class, as well as control of the scope and treatment of the subject matter, must therefore, immediately rest with

faculty members, free from disruption by students or others who may be in disagreement with the manner in which they discharge their responsibilities.

Students have the right to be informed in reasonable detail at the beginning of each term of the nature of the course, course expectations, the evaluative standards and the grading system that is being used.

Students have the right to take reasonable exception to the data or views offered in classrooms and to reserve judgment about matter of opinion, without fear of penalty.

Students have the right of protection against improper disclosure of information concerning their grades, views, beliefs, political associations or character that faculty members acquires in the course of their professional relationship with students.

Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

6. **Nondiscrimination:** It is the policy of WATC not to discriminate against any individual in matters of admission, employment, housing, services or in the educational programs or other activities based on non-meritorious factors including, but not limited to, age, race, sex, color, religion, gender, national origin, ancestry, disability, veteran status or political affiliation.
7. **Student Records:** WATC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 and affords students certain rights with respect to their educational records. This act was designed to protect the privacy of educational records, to establish students' right to inspect and review their educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. See board policies LS 4.0 Construction and Maintenance of Educational Student Records and LS 5.0 Privacy of Student Records.

In accordance with FERPA, WATC requires that students who want WATC to release copies of grade transcripts or any other information relative to academic performance must give WATC permission to do so.

8. **Equal Protection:** The college has an obligation to apply its regulations equally to all students who are similarly situated. This does not mean, however, that the college is required to refrain from taking action against some offenders

because there are others who cannot be identified, or who are not similarly charged.

## Student Code of Conduct

### LS 14.0 Policy Statement

The college community expects all students to live by the following regulations that are designed for its general well being. Any violations of these board policies may result in disciplinary actions, such as probation, suspension, expulsion and/or legal actions. Visitors to the college shall observe these regulations while on college property. Noncompliance by their visitors may subject students to sanctions imposed by the college as well as to the provisions of local and state law.

College students enjoy all the rights and privileges of citizenship. Students are subject, however, to the special obligations that accrue to them as members of the academic community. Institutional effort should be exerted to develop, not inhibit, intellectual and personal development of students by the exercise of the rights of citizenship both on and off college locations.

The enforcement of the obligations of students to the larger society is the responsibility of the legal and judicial authorities duly established for that purpose. When the interests of the college community are clearly involved, however, the authority of the college may be asserted. The fact that a violation occurs off college locations does not preclude the interest and involvement of the college.

The Student Code of Conduct exists to encourage the best possible learning and living environment for all students. It is the obligation of students to treat all other members of the academic community with dignity and respect — including other students, faculty members, employees, visitors and neighbors of WATC. The enforcement of college regulations is critical to the existence of such an environment for all members of the academic community.

The Student Code of Conduct is not a criminal law code, and criminal law concepts do not apply to it.

The following are not permitted:

1. **Academic Dishonesty:** Cheating or plagiarism in any form is unacceptable. The college functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by students must represent their own ideas, concepts, and current understanding. Academic dishonesty also includes submitting substantial portions of the same academic course work to more than one course for credit without prior permission of the faculty members.

2. **Falsification of College Records:** Willful falsification of official records or documents, or omission with the intent to deceive is prohibited. Included in this regulation, but not limited to the following examples, is the forging, alteration or misuse of college documents, records, academic record change forms, fee receipts, identification cards, parking permits, financial aid forms, telephone billing cards, WATC forms or documents and computer tampering.
3. **Use of Alcoholic Beverages on College Property:** Possession, consumption or sale of alcoholic beverages is prohibited in college-owned, leased or operated facilities and on campus grounds unless otherwise specifically authorized by college administration for an event.
4. **Illegal Drug Activity:** Possession, manufacture, distribution, use or sale of drugs or drug paraphernalia and narcotics classified as illegal, except those taken under a doctor's prescription, are prohibited on college-owned or controlled property, in college-related housing or at any college-sponsored or supervised function.
5. **Hazing:** Hazing is defined as an activity that endangers the physical safety of a person; produces mental or physical discomfort; causes embarrassment, fright, humiliation or ridicule; or degrades the individual — whether it is intentional or unintentional. The college does not tolerate students being subjected to any treatment that debases individuals' status or robs them of dignity.
6. **Harassment:** Conduct toward another person or identifiable group of persons including, but not limited to, unwelcome comments or other conduct that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive environment for that individual's work, education or participation in a college activity; retaliation against any person filing a conduct complaint or against any person cooperating as a witness. Harassment based on race, age, sex, color, religion, gender, national origin, ancestry, disability or veteran status is not tolerated.
7. **Physical Assault:** Conduct including, but not limited to, unwanted touching, threats of violence, use of violence and/or fighting.
8. **Sexual Harassment and/or Sexual Assault:** Any actions or statements of a sexual nature that are abusive, intimidating, harassing or embarrassing, along with implied or stated threats are prohibited. This policy includes, but is not limited to, unwanted touching or comments, retaliation, threats of violence, use of violence and sexual assault.
9. **Lewd or Indecent Conduct:** Conduct including, but not limited to, actions that are indecent, vulgar, obscene, profane or offensive is prohibited.
10. **Destruction/Damage/Misuse of Property:** Malicious destruction, damage or misuse of college or private property.
11. **Disorderly Conduct:** Detaining or threatening another person, obstructive or riotous acts and/or verbal/physical abuse of any member of the WATC community on- or off-college locations.
12. **Unauthorized Entry:** Any unauthorized or forceful entry, whether actual or attempted, into any college facility or building.
13. **Failure to Obey Official Orders:** Failure to disperse or to leave; disrupting or obstructing a college building or facility, room or other premise; failure to identify oneself with an identification card; or to cease the use of loudspeakers, amplifiers or other forms of noise after being given notice or an official order to do so by a duly authorized agent or administrative officer of the college.
14. **Theft:** Theft or the conversion of another's property — personal, public or college.
15. **Possession or Use of Firearms/Weapons:** The possession, wearing, carrying, transporting or use of a firearm or other dangerous weapon, incendiary device or explosive is strictly forbidden on college-owned or controlled premises or vehicles.
16. **Gambling:** Any illegal game or contest played for money or for any form of property or item of value. Gambling includes, but is not limited to, games played with cards, dice or other gambling devices that involve betting and/or wagering.
17. **Fiscal Misconduct:** Fiscal misconduct includes, but is not limited to falsification of college or student organization financial records, any purchase made without organization membership approval, including, but not limited to, long-distance calls, copier use, signature of contracts, travel expenses, etc.; failure to relinquish student organization financial records to officers/advisors and/or WATC officials; failure to provide an end-of-fiscal-year financial disclosure statement to the organization's membership when requested to do so; writing non-sufficient funds checks to the college; forgery; and/or embezzlement.
18. **Failure to Comply With Official Notification:** Failure to comply with any official notification, written or verbal, of a duly authorized administrative, faculty or conduct authority of the college.
19. **Conduct System Process Misconduct:** Falsifying, distorting or misrepresenting information before a conduct authority and/or knowingly instituting a conduct proceeding without cause.

20. **Other Acts of Misconduct:** Violation of any city or state laws and/or board policies or the policies of WATC instructional centers and satellites, including internship and clinical sites.
21. **Irresponsibility:** Living organizations, societies, clubs and similarly organized groups are responsible for compliance with college regulations. Upon satisfactory proof that a group encouraged or did not take satisfactory steps to prevent violations of college regulations, that group may be subject to permanent or temporary suspension, loss of recognition or charter, social probation or other action.

## Academic Probation

To graduate, students must maintain a minimum cumulative GPA of 2.0 on a 4.0 grading scale. Students who are registered in six or more credit hours and do not maintain a 2.0 cumulative GPA are placed on academic probation the following semester of registration. Students who receive financial aid must meet additional criteria to meet satisfactory academic progress. Contact Financial Aid, 316.677.9400, for additional information.

At the close of each semester, the registrar and the associate vice president, Enrollment Management, review students' academic records and notify students in writing of their probationary status.

To register while on academic probation, students are required to:

- Meet with a support services specialist to understand the terms of academic probation and academic suspension.
- Complete a written action plan with a student success specialist. The action plan must have the approval of the appropriate department chair and include specific academic goals that facilitate achieving the required GPA, which may include meeting with the department chair or instructor to determine progress, as well as any additional actions or interventions deemed necessary.

If students' semester and cumulative GPA meet the requirements for satisfactory academic progress at the conclusion of the probationary semester, students are no longer considered to be on academic probation. Students who do not meet satisfactory academic progress requirements are placed on academic suspension.

Students who are placed on academic suspension at WATC may appeal to the vice president, Academic Affairs. For details on this process, refer to Grievance Procedure, which can be found in the catalog and student handbook. Students who are placed on academic suspension are not eligible to register for

the next regular semester. After one semester of academic suspension, students may register under continued academic probation status until their GPA reaches 2.0.

## Student Grievance Policy

### LS 15.0 Policy Statement

Wichita Area Technical College encourages all students to pursue academic goals and other college-sponsored activities that promote intellectual growth and personal development. In pursuit of these goals, students should be free of unfair or improper action from any member of the academic community. Students, however, must also be aware that they are responsible for complying with all board policies and for maintaining the appropriate requirements as established by the faculty for each course in which they are enrolled. The following grievance procedures have been developed to provide students with a prompt and equitable means of seeking an appropriate remedy for any alleged violation of their rights.

### General Provisions

Under this section, a grievance may be initiated by a student alleging violation of board policies and procedures. The grievance may be against another student, an instructor, an administrator or a member of the staff.

### Processing the Grievance

Students who believe they have been subjected to an unjust action or denied rights by a member of the academic community may seek to rectify the situation according to the following procedures. The following actions are grounds for a student grievance:

1. Prejudiced or capricious decision in the academic evaluation of a student's performance.
2. Prejudiced or capricious decision in orientation, counseling, assessment or any other matriculation procedure.
3. Act or threat of intimidation or harassment.
4. Act or threat of physical aggression.
5. Arbitrary action or imposition of sanctions without proper regard to due process as specified in college procedures.
6. Violation of student rights which are described in the college regulations.

### Step I: Informal Procedure

Before filing a formal, written grievance, students should first attempt to resolve the issue in the following manner. An informal conference should be conducted with:

1. The person against whom the grievance is directed, if the student is comfortable with such a meeting. (Optional: Sexual harassment/sexual assault claims should follow the formal procedure.)
2. The appropriate department chair.
3. The vice president, Academic Affairs, for academic evaluation of student's performance (#1 under Processing the Grievance).
4. The vice president, Learner Services and Institutional Effectiveness, for all other student grievances (#2-6 under Processing the Grievance).

Students who feel that a grievance has not been resolved by any of the above conferences within five business days, may submit a formal grievance to the appropriate vice president.

## Step II: Formal Procedure

Formal grievances shall be filed within 30 days of the action being grieved. Grievances involving prejudiced or capricious decisions in the academic evaluation of students' performance should be submitted to the vice president, Academic Affairs; all other grievances requiring further investigation should be submitted to the vice president, Learner Services and Institutional Effectiveness. Grievances will be referred to the Student Grievance Committee; this committee is a standing committee with one-year appointments.

The process for submitting a formal grievance to the appropriate vice president is as follows:

1. The student shall complete and submit within five working days, after the Informal Process, a grievance form provided by the vice president.
2. Upon receipt of the completed grievance form, the vice president shall within five working days:
  - a. Request a response from the person against whom the charges are made. That person should submit a response within ten business days. Failure to respond within the defined timelines will not delay the processing of the grievance.
  - b. Refer the grievance materials from both parties to the chair of the Student Grievance Committee. The committee chair will convene the committee to investigate hearings, establish findings of facts, and recommend action for resolution.
  - c. The vice president shall also advise the student of the investigation that will ensue.

The Student Grievance Committee shall conduct its proceedings as follows:

1. A record of all information in the possession of the vice president shall be given to the committee chair. The committee shall make every

reasonable effort to conduct its hearing and present its findings and recommendations within 15 business days of receiving the grievance.

2. The committee shall discuss issues, hear testimony, interview witnesses and consider all available evidence pertaining to the charge.
3. Both parties shall have the right to present written or oral statements, testimony, evidence and witnesses. Each party has the right to be present at the hearing.
4. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of facts, limiting its investigation to the formal charge. The committee shall also make recommendations for the disposition of the charge.
5. The hearing shall be closed to the public.
6. The committee shall submit its findings of facts and recommend action within ten business days after the hearing to the vice president, with a copy to each party and the college president.
7. A summary record of the proceedings is the responsibility of the committee chair. These proceedings should be kept in a file by the appropriate vice president for two years and shall be available to both parties.
  - a. Final action for all grievances: The vice president, upon receiving the findings of facts and recommendations of the committee, will review the proceedings of the committee, conduct such investigations as are appropriate and take one of the following actions:
    - i. Concur with the committee's recommendations.
    - ii. Reduce the recommended sanctions.
    - iii. Dismiss the charge.

If ii or iii should occur, the vice president shall convene the committee for further discussion and consultation.

The decision by the vice president shall be rendered within five business days, in writing, to: the accused person, the appropriate committee, college president and student filing the grievance.
  - b. The accused or the aggrieved person may write an appeal of the decision made by the vice president to the college president within five (5) business days. Upon receipt of the appeal, the college president will review the proceedings of the committee, conduct such investigations as are appropriate and take one of the following actions:
    - i. Concur with the committee's recommendations.
    - ii. Reduce the recommended sanctions.

iii. Dismiss the charge.

If ii or iii should occur, the president shall convene the vice president and committee for further discussion and consultation.

The decision by the president shall be rendered within five business days, in writing, to: the accused person, the appropriate committee, vice president and student filing the grievance. The president's decision is final, unless the grievance is specifically against the president.

c. In the event a grievance is against the president, a written appeal may be filed with the board within ten business days. Upon receipt of the appeal, the board will review the proceedings of the committee, conduct such investigations as are appropriate and take one of the following steps:

- i. Concur with the committee's recommendations.
- ii. Reduce the recommended sanctions.
- iii. Dismiss the charge.

The decision of the board shall be made within ten business days and transmitted, in writing, to the accused person, the committee, the president, the vice president and the student filing the grievance. The decision of the board is final.

d. **Retaliation:** Any retaliatory action of any kind by an employee or student of the college against any student as a result of filing a grievance under these procedures, cooperating in an investigation, or other participation in these procedures is prohibited, and will be regarded as basis for disciplinary action.

Students who feel their concerns have not been satisfied at the local level are free to write to WATC's accrediting institution:

Council on Occupational Education  
41 Perimeter Center East, NE, Suite 640  
Atlanta, GA 30346  
770.396.3898  
www.council.org

## Student Discipline

### Procedure for Probation, Suspension and Expulsion

WATC provides every student the opportunity to learn. Taking advantage of this opportunity is the student's responsibility. Students are expected to acquaint themselves with the Student Bill of Rights,

the Student Code of Conduct and all published policies and procedures and are held responsible for compliance with these policies and procedures.

The board may place on probation, suspend or expel, or by regulation, may authorize the president, vice president, Academic Affairs, vice president, Learner Services and Institutional Effectiveness, or their designees, to place on probation, suspend or expel any student who violates the Student Bill of Rights, the Student Code of Conduct or other published policies.

## Appeals Process

### Probation, Suspension and Expulsion

1. **Appeal to the Student Review and Appeals Committee:** No extended-term suspension and no expulsion shall be imposed upon a student without notification of their right to an appeal to the Student Review and Appeals Committee. In all cases wherein a student might be suspended for an extended term or might be expelled, he or she shall first be suspended for a short term. A written notice of any decision to suspend for an extended term or to expel and the charges upon which the same is based shall be given to the student to be suspended or expelled and to his or her parents or guardians (if student is dependent and under 18 years of age). Such notice shall be accompanied by a copy of this procedural regulation of the board. If the student wishes to appeal the decision to suspend or expel, he or she must do so in writing to the vice president, Learner Services and Institutional Effectiveness, within two days of receiving the initial decision. Upon receipt of the letter requesting the appeal, the vice president, Learner Services and Institutional Effectiveness, must notify the student in writing of the time, date and place that the student will be afforded an opportunity for a formal hearing, and such date shall not be later than seventy-two (72) hours after the vice president, Learner Services and Institutional Effectiveness, has received the student's appeal. For the purposes of time notification, weekends and school holidays are excluded.
2. **Reports of Hearing:** Upon the conclusion of any formal hearing, the Student Review and Appeals Committee shall make a written recommendation to the president of the college. Such recommendation shall be copied to the board and shall be open to the inspection of the student who is suspended or expelled and, if the

student has not attained eighteen (18) years of age, to his or her parents or guardians and counsel or other advisor. If the student as attained eighteen (18) years of age, such report shall be open to the inspection of his or her parents or guardians and counsel or other advisor only upon written consent of the student.

Whenever any such formal hearing results in suspension for an extended term or expulsion, the Student Review and Appeals Committee conducting such hearing may make a recommendation to the college president that returns the student to classes, pending any appeal or during the period allowed for notice of appeal, if such student is not reasonably anticipated to cause continued repeated material disorder, disruption or interference with the operation of the college or substantial and material impingement upon or invasion of the rights of others. Whenever the committee fails to make a recommendation, the suspension shall continue until an appeal is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

Under this regulation, whenever any written notice is required to be given to parents or guardians of any student, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the college records of such student. In lieu of mailing such written notice, the same may be personally delivered.

3. **Procedural Due Process:** The student and the college administrator involved in this hearing may choose to be present during the entire presentation of evidence. The formal hearing required under Paragraph 1 hereof shall afford procedural due process including, but not limited to, the following:
  - a. The right of the student and the college to have counsel of his/her own choice present and to receive the advice of such counsel or other person whom he/she may select.
  - b. The right of the student and his/her counsel or advisor and the college to hear or read a full report of testimony.
  - c. The right of the student and his/her counsel and the college to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena.
  - d. The right of the student and college to present their own witnesses in person or their testimony by affidavit.

- e. The right of the student and the college to testify in their behalf and give reasons for his/her conduct.
- f. The right of the student and the college to have an orderly hearing.
- g. The right of the student and the college to a fair and impartial decision based on substantial evidence.

For the purposes of this regulation, "counsel" means any person a student or the college selects to represent and advise them at all proceedings conducted pursuant to the provisions of these regulations governing suspension and expulsion of students.

4. **Appeal to Board:** Written notice of any hearing resulting in an extended-term suspension or expulsion shall be given to the student suspended or expelled and to his parents or guardian (if student is dependent upon parents for support and is under eighteen (18) years of age) by certified letter, mailed within twenty-four (24) hours after determination. Any student who has been suspended for an extended term or expelled or one of his parents or guardians (if student is dependent upon parents for support and is under eighteen (18) years of age) may appeal such suspension or expulsion to the board by filing a written notice specified in this section. Any such appeal shall be heard by the board or by a hearing officer appointed by such board not later than twenty (20) calendar days after such notice of appeal is filed. The student and his parents or guardians (if required) shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under rules that are consistent with Paragraph 3. In all expulsion or extended-term suspension cases, a record of the appeal hearing shall be made by mechanical or electronic recording or by an official court reporter, and the costs shall be paid by the college. The board shall render its decision on any such appeal at the next regularly scheduled meeting of the board. Again, for the purposes of time notification, weekends and school holidays are excluded.

For the purpose of hearing any appeal under this section, the board may appoint one or more hearing officers. Any such hearing officer shall be a member of the board, a faculty member or an administrator of the college. Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the board in making such appointment. Whenever a hearing officer appointed under authority of this section hears any appeal, he/she shall, after hearing the same, prepare a written report to

the board. After receiving the report, the board shall determine the appeal with or without additional hearing. Any appeal determined by the board in accordance with this paragraph shall be valid to the same extent as if the matter were fully heard by the board without a hearing officer.

5. **Powers and Duties of Persons Conducting Hearings:** Any person, hearing officer or any member of a committee or the board while conducting a hearing may:
- Administer oaths for the purpose of taking testimony therein.
  - Call and examine witnesses and receive documentary and other evidence.
  - Take any other action necessary to make the hearing in accord with procedural due process.

The chairperson of the Student Review and Appeals Committee or a member of the board in holding an appeal hearing under Paragraphs 1 or 4 may, and upon the request of any student for whom such hearing is held or his or her parent or counsel, petition that the administrative judge of the judicial district court be authorized to issue subpoenas for the attendance and testimony of the principal witness or witnesses and production of books, records, reports, papers and documents relating to the proposed suspension or expulsion in the same manner as the issuance of subpoenas in civil actions pursuant to KSA 60-245. For the purpose of this paragraph, "principal witness" means any witness whose testimony is of major importance in support of the charges upon which the proposed suspension or expulsion is based or in determination of material questions of fact.

## Internet Usage

Board policy LS 6.0 Acceptable Use of Computers, Networks, Internet, Electronic Mail and Other Online Services – Students describes procedures that must be accepted and followed. All individuals utilizing these resources are required to complete and sign an Internet Access Contract. Examples of violations can be found in board policy AF 10.0 Academic Probation, Suspension and Expulsion.

## Acceptable Use of Computers, Networks, Internet, Electronic Mail and Other Online Services–Students

### LS 6.0 Policy Statement

Wichita Area Technical College is committed to making advanced technology and increased access to learning opportunities available to all students. The goal of the college in providing access to students is to promote educational excellence by facilitating resource sharing, innovations and communications. The use of computers, networks, the Internet or other online services shall be in support of education and research consistent with the college's educational objectives.

### Implemental Procedures

- Student Responsibilities:** Regardless of any "technology protection measure" implemented by the college as may be required by the Children's Internet Protection Act, students are responsible for good behavior on computers, networks, the Internet or other online services just as they are in a classroom or a hallway. General college rules for behavior and communications apply. Network storage areas will be treated like college lockers. Network administrators, instructors and other appropriate college staff may review student files and student communications from time to time to prevent misuse and to ensure students are using the system responsibly and in compliance with laws and college policies. Communications on the network are often public in nature; students should not expect that files stored on college servers will be private.
- Permission:** Students must have permission from, and be under the supervision of, college professional staff before utilizing college-provided computers, networks, the Internet or other online services. Permission is not transferable from one student to another and may not be shared. Students shall not be allowed to utilize electronic communications unless a signed Student Access Contract is on file. To remain eligible as users, students' use must be consistent with the educational objectives of the college. Access is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of those privileges. Students will display college-appropriate conduct when using the computer equipment or network and shall maintain an environment conducive to learning.

3. **Violations:** Administrators, instructors and other appropriate college employees decide what inappropriate use is. Violating this policy may result in:
  - a. Restriction or loss of network access; and/or
  - b. Disciplinary or legal action including, but not limited to, suspension or expulsion from college and/or criminal prosecution under appropriate local, state and federal laws; and
  - c. Assessment of the cost of damages to hardware/software.
4. **Inappropriate Use:** The following uses of college-provided computers, networks, the Internet or other online services are not permitted on the part of WATC students:
  - a. Accessing, uploading, downloading or distributing pornographic, obscene or sexually explicit material.
  - b. Transmitting obscene, abusive, sexually explicit or threatening language.
  - c. Violating any local, state or federal statute.
  - d. Accessing another individual's materials, information or files without permission.
  - e. Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
  - f. Using others' passwords.
  - g. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading or intentionally introducing viruses.
  - h. Intentionally wasting limited resources.
  - i. Using the network for commercial purposes.
  - j. Harassing, insulting or attacking others.
  - k. Using, disclosing or disseminating personal information online such as full name, home address, phone number, etc., except with approval by certified or administrative college staff.
  - l. Using e-mail lists from the college's Internet site, network or servers to create mailing lists for non-college purposes.
  - m. Gaining unauthorized access to resources or entities.
  - n. Invading the privacy of individuals.
  - o. Improperly altering the setup of computers (e.g., desktops, icons, wallpapers, screen savers, installed software) as determined by the network administrator.
  - p. Using software that has not been assigned or approved by staff.
  - q. Failing to follow a college policy while using computers or failing to follow any other policies or guidelines established by college administration, instructors or other appropriate college staff.
  - r. Seeking to gain or gaining unauthorized access to information resources or other computing devices.
5. **Security Risk:** Any student identified as a security risk or having a history of problems with other computer systems may be denied access.
6. **Disclaimer:** The college makes no warranties of any kind, whether express or implied, for the access it is providing. The college will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The college denies any responsibility for the accuracy or quality of information or for any commercial transactions conducted through its system.
7. **Statements of Personal Belief:** Any statement of personal belief found on computers, networks, the Internet, other online services or other telecommunication system is implicitly understood to be representative of the author's individual point of view, and not that of WATC, its employees or the participating school. No representations to the contrary shall be published without written approval from the college. Program or college administrators may review all content in any Internet or online accounts paid for, in whole or in part, by the college without notice of any kind.
8. **Student Access Contract:** Prior to use of college computers or networks (e.g. the Internet or other online services), each student shall submit a signed Student Access Contract for filing in the Registrar's office. Prior to use of computers at any other college facility, each student shall also submit a signed Student Access Contract for filing with the Registrar's office of the facility at which these computers are located. If a student is under the age of 18, a parent/guardian shall also sign the contract(s). New Student Access Contracts must be signed and submitted each school year. This policy applies to all students regardless of whether they have submitted a signed Student Access Contract. If a student does not have a current Student Access Contract on file as required above, access to computer services and accounts is prohibited.

9. **College Technology Plan:** The Administrative Implemental Procedures contained in this policy shall be consistent with the college technology plan adopted by the Board of Trustees.

## Parking Regulations

On-campus parking is available at all WATC locations. Parking fees are assessed each semester. All motor vehicles, motorcycles, mopeds and bicycles must be registered with WATC and must display a current parking decal.

### Parking Fees and Decals

Parking fees are \$6 per semester. One parking decal is included in the parking fee. **Decals are not transferable between vehicles.**

### Where and How to Park

WATC assumes no responsibility for the care or protection of any vehicle or its contents during time parked or operated on the grounds of any WATC property. Vehicle registrants are held responsible for the safe operation and parking of their vehicle regardless of who may be operating the vehicle.

Registration of a vehicle does not guarantee a parking space on WATC property. Lack of space is not considered a valid reason for violating parking regulations. Vehicles parked outside the parking space boundaries, regardless of the reason, will be ticketed. Backing into parking spaces is prohibited.

### Temporary Parking Permits

Temporary parking permits may be acquired from the main office at each WATC location. A temporary parking permit may be used up to five times per semester, whether the vehicle is rented, borrowed, family-owned or for short-term classes meeting five or fewer times.

### Handicapped Parking

Vehicles parked in a WATC designated handicapped parking area must display a current handicapped parking permit and a WATC parking decal.

### Parking Fines and Removal

WATC reserves the right to remove, or have removed, any vehicle that is parked in such a way as to constitute a hazard; impedes vehicular or pedestrian movement; blocks the operation of emergency equipment; or hinders making essential repairs. Vehicles deemed abandoned may also be removed from WATC property. Owners of such vehicles are responsible for paying all costs involved in the removing, impounding and storage of such vehicles.

Fines may be assessed for improper parking, parking in restricted or no-parking areas; speeding or reckless driving; failure to register vehicle with WATC; failure to display parking decal; and failure to follow directions of school authorities in matters related to vehicular traffic and parking.

Students are required to obtain and display a valid parking permit. City of Wichita parking tickets are issued for parking violations and must be paid to the City of Wichita according to its process. Parking privileges may be revoked due to excessive violations.

## Institutional Refund Policy

### Schedule Changes

Students who are considering withdrawing completely from a program must contact the registrar, their advisor or department chair and instructors. Schedule changes can affect a student's financial aid eligibility and status.

### General Refund Guidelines

#### Drops and/or Withdrawals

##### Before First Day of Courses

Refunds for a drops or complete withdrawals on or before the first day of classes are given for tuition, undistributed materials, undistributed uniforms, undistributed tools, insurance, post-program testing/exam fees, program dues, parking fee, technology/library fee and student activity fee. No other charges or fees are refundable. WATC will not retain more than \$100 of tuition and fees collected in advance for students who completely withdraw from the college. See Tuition Refund Schedule.

#### Drops and/or Withdrawals After Courses Begin

Refunds for drops or complete withdrawals after classes begin are given for tuition only. No other charges are refundable including, but not limited to, uniforms, tools, materials, insurance, program testing/exam fees, dues and other student fees. See Tuition Refund Schedule.

### Refunds

Refunds, when due, are made within 30 days from the date the registrar receives the completed Course Schedule Change form from the student. If refunds are a result of the receipt of Title IV funds, any credit balance is to be refunded to the student, or parent if from a PLUS loan, within 14 days from the date that the credit balance is generated. Refund checks are mailed directly from Finance and Operations to student's recorded address. Students may not pick up refund checks.

Students who paid with credit cards are notified by mail when refund calculations are complete. Students must then return to the Main Campus with the charged credit card for refunds to be processed.

### Cancelled Courses

All tuition and course fees are refundable for courses that are cancelled. Refunds, when due, are made within 30 days from the date the course is cancelled.

### Administrative Dismissal From College

See Tuition Refund Schedule.

### Student Drop or Withdrawal Process

See Add, Drop and Withdrawal Process.

### Tuition Refund Schedule – Credit Courses

Refunds for students who drop or withdraw after tuition has been paid are calculated based on the following schedule:

<i>For 9- to 18-Week Courses</i>	<i>Refund Amount</i>
Prior to and including 5 <sup>th</sup> business day after course begins	100%
6 <sup>th</sup> to 10 <sup>th</sup> business days* after course begins	50%
11 <sup>th</sup> and after business days* after course begins	No refund
<i>For One Day to Less Than 9-Week Courses</i>	
<i>Refund Amount</i>	
Prior to 1 <sup>st</sup> day after course begins	100%
1 <sup>st</sup> to 3 <sup>rd</sup> business days* after course begins	50%
4 <sup>th</sup> and after business days* after course begins	No refund

\* Business days are considered Monday through Friday.

### Tuition Refund Schedule – Noncredit Courses

Refunds for students who drop or withdraw after tuition has been paid are calculated based on the following schedule:

<i>Deadline for Notice</i>	<i>Refund Amount</i>
Prior to 1 <sup>st</sup> day of course	100%
After course begins	No refund

### Financial Obligation

Failure to meet financial obligations of any kind to WATC could subject a student's account to suspension of future services; referral of the delinquent account to a collection agency; and the assessment of additional late payment charges, transcript holds, attorney's fees and other cost and charges necessary for the collection of any amount not paid when due.

## Safety and Security

The safety and security of all individuals while on WATC property and in classrooms and laboratories is of utmost consideration to WATC. This is the reason for the following WATC administrative procedures and policies.

Safety and security are everyone's responsibility. Students and employees should familiarize themselves with recommended security and prevention methods. All individuals are reminded to always be conscious of their surroundings and immediately report all suspicious activities. Security procedures are discussed during orientation and counseling sessions. Security information is available from administration at each location.

For more information about safety policies, as well as personal safety suggestions, pick up WATC's Safety Report brochure, which is available from the Admissions office, administrative offices at all locations and online at [www.watc.edu](http://www.watc.edu).

### Board Policies Regarding Safety

WATC's board policy LS 14.0 Student Code of Conduct is designed to ensure the fundamental right to safety. These policies protect college property, students, instructors and other employees and their possessions on or about any college property while attending or while located at the site of any college-sponsored function.

Operations personnel serve as the liaison between WATC and the Wichita Police Department or the Sedgwick County Sheriff's office. If a criminal action or other emergency is reported, college personnel respond quickly to protect individuals from bodily harm or to prevent destruction of property. In some cases, college personnel may involve the Wichita Police Department or the Sedgwick County Sheriff's office.

Manuals outlining procedures to ensure the safety and security of all individuals and deter criminal activity have been developed for each location and are reviewed annually. Administration identifies specific strategies to implement policies and to explain expectations and incident reporting procedures to students and employees.

### Access to WATC Facilities

WATC facilities are restricted to those who have a legitimate purpose for being on the premises. Others will be asked to leave. Facilities are secured and locked when classes are not in session. After-hours building access is limited. Locks and other equipment necessary to provide security to buildings, contents and occupants are checked regularly.

## Reporting Criminal Activities

The Crime Awareness and Campus Security Act of 1990, regulation 34 CFR 668.46(c)(1) states that an institution must report statistics for the three most recent calendar years regarding the occurrence of criminal offenses and arrests that have been reported to local police agencies or to a security authority (including campus, buildings or property and public property). See WATC's Safety Report, which is available from the Admissions office, administrative offices at all locations and online at [www.watc.edu](http://www.watc.edu).

## Prevention Measures

The prevention of crime is everyone's responsibility. Everyone should plan ahead and not place themselves or their possessions in danger.

- Mark all tools and equipment with an engraver.
- Make sure vehicle is always locked.
- Don't carry large sums of money.

Extra care should be taken at night. Some proven tips to minimize danger are:

- Park in an open, well-lit, visible spot.
- Travel to and from college in pairs whenever possible.
- Leave the building with a group of people.
- Before opening the door to get in the vehicle, look under and inside the vehicle.
- Be aware of everything and everyone around.

Suspicious acts, vandalism or emergencies should be reported immediately to security, building administrator or an instructor. Let them investigate. *Don't assume that they already have the information — they need and appreciate assistance in preventing crimes.*

## Equipment and Machinery

Due to the nature of the equipment used for instructional purposes, it is imperative that all individuals adhere to safe practices at all times. In addition to the safety instructions and precautions that instructors provide, students must refrain from utilizing any power equipment in lab areas when instructors are not present. Students must have authorization and proper instruction where necessary to use equipment in classrooms and related laboratories. Damage to machines or related tooling caused by student misuse or unauthorized use places students at financial risk for cost of repairs. No obligation is inferred for students who have received proper authorization and instruction. Students should talk with instructors before attempting to use equipment. Failure to comply with safety precautions leads to disciplinary action. See board policy OP 76 Safety, Technology Education and WATC Laboratories.

## Bloodborne Pathogens

Due to the threat of exposure to bloodborne pathogens, individuals should avoid contact with another person's blood or body fluids. All labs are equipped with emergency kits. Appropriately trained personnel should perform clean-up procedures involving blood and other potentially infectious materials. See board policy HR 19.0 Handling Blood and Body Fluids.

## Hazardous Materials

WATC is responsible for providing a safe learning environment even when hazardous materials are used in the instructional process. To assure everyone's safety, it is critical that employees and students learn to identify and assume responsibility for the proper usage and storage of hazardous materials. A portion of course orientations and regular instruction is devoted to informing students about hazards present in classrooms and laboratories; personal safety; protection from hazards; and the location of and procedures for handling waste containers and hazardous materials. Instructors oversee the proper usage and storage of hazardous materials used in their technical areas. See board policy OP 28.0 Handling of Hazardous Chemicals.

The Kansas Department of Health, Occupational Safety and Health Administration (OSHA), requires that placards and Material Safety Data Sheets (MSDS) be posted in buildings and each laboratory informing employees and students about physical and health hazards associated with products used in the workplace and during instruction. Emergency personnel also use these sheets to facilitate treatment in case of accidents and to clean up related spills or releases. MSDSs are available upon request. See board policies OP 28.0 Handling of Hazardous Chemicals and OP 58.0 Safety, Hazardous Wastes.

## Possession and/or Use of Weapons

Board policy LS 14.0 Student Code of Conduct strictly prohibits the possession and/or use of weapons. Violations of this policy will result in suspension or expulsion from WATC.

Individuals found to have brought, handled, transmitted or to have been in possession of a weapon, including any firearm or replica firearm, at WATC, on WATC property or at a WATC-supervised activity will receive a mandatory expulsion from WATC.

Individuals found to have brought or to have been in possession of any article designed to inflict bodily harm, at WATC, on WATC property or at a WATC-

supervised activity will be subject to disciplinary action up to and including expulsion from WATC.

Individuals who use any article to inflict bodily harm or to place a person(s) in fear of bodily harm at WATC, on WATC property or at a WATC-supervised activity shall be subject to disciplinary action up to and including expulsion from WATC.

## Safety Drills

Instructors give safety instructions the first week of classes. In the case of a weather emergency, instructors take students to designated areas of safety. Maps showing these designated areas are posted in each classroom and laboratory. In case of a fire alarm, students should follow their instructor who will lead them away from the building. Students who are in lounge or other unsupervised areas at the time of an alarm should follow the general flow of traffic to a safety area. See board policies OP 8.0 Weather Warnings, OP 11.0 Tornado Drills and OP 12.0 Safety, Fire Safety.

## Sexual Harassment

WATC does not tolerate sexual harassment of students or employees by students, non-students, employees or non-employees (as outlined in board policies HR 1.0 Sexual Harassment of Employees and LS 1.0 Sexual Harassment of Students). Violations of these policies will result in disciplinary actions being taken against all individuals involved, including possible expulsion of students and termination of employees. Non-students or non-employees who violate these policies are reported to local law enforcement authorities for the appropriate action. Administrators who fail to follow the policies or fail to investigate complaints will also be disciplined.

## Sexual Harassment of Students

Board policy LS 1.0 Sexual Harassment of Students adopts the following definition of sexual harassment regarding students:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term of the student's academic opportunities; (2) submission to or rejection of such conduct by a student is used as a basis for academic decisions affecting such students; or (3) such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or it creates an intimidating, hostile or offensive educational environment.

**Note:** Conduct that has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment may be "sexual harassment" whether or not the person engaging in the conduct intends to create that effect."

Students who believe they have been subjected to sexual harassment should report the problem to an instructor or department chair.

## Smoking/Tobacco

Board policy OP 2.0 Smoking in College-Owned Buildings strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students and employees may smoke only in the outside designated-smoking areas at each location. High school students are not permitted to use tobacco on college property.

## Photo and Video Statement

Marketing and Community Relations, or a professional hired by the department, often takes photographs and videos that include students in classrooms, laboratories, study areas and at events. WATC has exclusive rights to all content, and participants will not be compensated in any manner for the time or use of their name, picture or likeness. Individuals who attend WATC do so with the understanding that these photographs and videos may include them and may be used in college publications and advertisements, both printed and electronic, for publicity and advertising purposes.

## Visitors

WATC encourages the public to visit its campuses. However, for the security and safety of everyone, individuals wishing to visit are asked to check in with the administrative office at each location prior to entering classrooms or laboratories. Students wishing to host visitors must confer with their instructors prior to the visitation. Students are not permitted to bring children to class or to leave them unattended in any area at WATC locations — this includes student lounges, library/resource centers, restrooms and parking lots. See board policy OP 23.0 Visitors.

## Board Policies

To read WATC board policies, contact any WATC administrative office, or online, go to [www.watc.edu/policies](http://www.watc.edu/policies).

WATC

[www.watc.edu](http://www.watc.edu)

2007  
2008 **CATALOG**

# Programs of Study

# Program Locations and Descriptions

## Academic Success and Computer Education ..... 6.3

Academic Success .....	Schweiter Center .....	6.4
Computer Education Courses .....	Schweiter Center .....	6.4

## General Education

General Education .....	Schweiter Center .....	6.5–6.6
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## Health Sciences ..... 6.7

Certified Nurse Aide and Related Courses .....	Central Center / Larksfield Place .....	6.8–6.9
Dental Assistant .....	Central Center .....	6.10–6.11
Dietary Manager .....	Central Center .....	6.12
Health Care ( <i>pending KBOR and COE approval</i> ) .....	Central Center .....	6.13
Medical Assistant .....	Central Center .....	6.14–6.15
Medical Laboratory Technician / Phlebotomist .....	Central Center .....	6.16–6.17
Pharmacy Technician .....	Central Center .....	6.18
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Surgical First Assistant ( <i>pending COE approval</i> ) .....	Central Center .....	6.21–6.22
Surgical Technology ( <i>revisions pending KBOR and COE approval</i> ) ....	Central Center / Susan B. Allen Memorial Hospital .....	6.23–6.24

## Manufacturing and Engineering Technologies ..... 6.25

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Computer-Aided Drafting .....	Main Campus .....	6.29
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Mechanical Engineering Technology .....	Main Campus .....	6.31
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Diesel Technology .....	Seneca Center .....	6.41

**ACADEMIC  
SUCCESS AND  
COMPUTER  
EDUCATION**



## ACADEMIC SUCCESS AND COMPUTER EDUCATION COURSES

## Academic Success

Admission Dates: Open Registration

**Academic Success**

The Academic Success program provides courses that assist students in mastering the necessary skills for them to continue their college education. The instructional program includes courses in mathematics, reading, writing and study skills. These courses are supported by individualized, self-paced laboratory practice. Materials and tutorial assistance are available in the laboratory to help students improve their skills and ready themselves for entry into college-level coursework.

To fulfill WATC's mission to provide relevant, technical education for employment and lifelong learning, the Academic Success program provides an academic safety net for the needs of two student groups:

- Those who require or desire work in pre-technical college-level competencies, such as reading, writing and math.
- Those who require or desire to improve their college experience through learning enhancement activities, such as reading comprehension, study skills and personal career development.

Academic Success program staff members are committed to helping students succeed in technical programs and college-level courses and to helping them prepare for lifelong success.

Courses may be taken to prepare for placement exams, to refresh skills prior to taking college-level courses, or they may be taken along with other college courses as reinforcement.

**Academic Success Goals**

The Academic Success program's primary goal is to ensure that students who enter WATC have opportunities to protect and increase their personal dignity by gaining:

- Proficiency in academic skills.
- Competencies for academic success.
- Confidence to pursue personal goals.
- Problem-solving skills associated with learning and personal development.

**Self-Paced Courses**

Self-paced courses are designed for students who can work independently, without the necessity of regularly scheduled lectures. In self-paced courses, **there are no lectures and no teacher instruction**. Instructors assign readings, computerized instruction and any videos/tapes that may be required. Students learn the required material at their own pace, then schedule appointments to sit for chapter tests and final exams. Self-paced courses are **not** easier than instructor-led courses.

**Orientation Sessions**

Students who sign up for self-paced courses must meet with the instructor during the first week of classes for an orientation session. Call 316.677.1950 to schedule an appointment.

Academic Success Courses		Credits
ALH 110	Jumpstart for Healthcare	1.0
ALH 120	Medical Mathematics	1.0
ASC 001	Self-Paced Math	0.0
ASC 002	Self-Paced Writing	0.0
ASC 003	Self-Paced Reading	0.0
ASC 004	Self-Paced Keyboarding	0.0
ASC 006	Self-Paced WorkKeys Test Prep	0.0
ASC 007	Self-Paced COMPASS Test Prep	0.0
ASC 008	Self-Paced TEAS Test Prep	0.0
ASC 012	Elementary Algebra +	0.0
ASC 020	Fundamentals of Writing	0.0
ASC 030	Reading and Spelling Improvement	0.0
Computer Education Courses		Credits
CED 100	Introduction to Windows XP	1.0
CED 200	Introduction to MS Office +	1.0
CED 206	MS Excel +	1.0
CED 208	MS Office Level 2 +	1.0
CED 209	Basic Internet	1.0
CED 210	Internet Researching +	1.0
CED 211	MS Access +	1.0
CED 216	MS Excel Level 2 +	1.0
CED 218	MS Word +	1.0
CED 219	MS Access Level 2 +	1.0
CED 222	MS PowerPoint +	1.0
CED 228	MS Word Level 2 +	1.0

+ Course has prerequisites – see Course Descriptions.

**Who should take self-paced courses?**

- Students who are self-motivated and can study independently.
- Students who can learn textbook material on their own.
- Students who can schedule the time needed to take the required exams.
- Students whose schedule do not permit them to attend regularly scheduled classes conducted by an instructor.
- Students who have the time and motivation to make use of the Academic Success program.

**Who should not take self-paced courses?**

- Students who have difficulty learning material on their own.
- Students who need the structure and consistency of regularly scheduled classroom instruction.
- Students who need to interact with other students.
- Students who need an instructor in order to grasp the material.
- Students who are **unable** to spend 90 minutes, per course, per week, using the Academic Success program.
- Students who think that self-paced courses are easier than instructor-led courses.

# GENERAL EDUCATION



## GENERAL EDUCATION

### Associate of Applied Science Degrees

AAS degree programs are designed to provide students with the knowledge and skills needed to enter the workforce, advance within their chosen careers or further their education. To be awarded the AAS degree, students must successfully complete a minimum of 60 credit hours – a combination of technical and general education hours. Although AAS degrees are designed to prepare students for employment, technical credits may transfer to other colleges or universities.

General education credits must include coursework completed in the areas listed below. The appropriate division dean/director may approve alternative general education courses and acceptance of transfer credit or work experience. WATC offers the following AAS programs that require general education courses:

- Automotive Service Technology
- Computer-Aided Drafting
- Health Care (*pending KBOR and COE approval*)
- Medical Laboratory Technician
- Mechanical Engineering Technology
- Surgical First Assistant (*pending COE approval*)

### General Education

The mission of the general education core curriculum is to provide a framework of higher education that enables students to develop through knowledge and to succeed in the global society. The general education core curriculum is designed to provide opportunities for students to explore broad areas of common knowledge, intellectual concepts and attitudes.

Students who want to earn an associate of applied science degree are required to complete a minimum of 15 credit hours of general education that includes:

- ENG 101 English Composition I (required)
  - MTH 101 Intermediate Algebra or higher (required)
  - SPH 101 Introduction to Public Speaking  
or SPH 111 Interpersonal Communication (required)
- and*
- A minimum of one course from each of the following areas:
    - Natural Sciences
    - Social Sciences

Programs of study may have general education requirements above the minimums, so students should discuss selections with a support services specialist.

### Program Outcomes

At the completion of general education courses, students are able to:

- Demonstrate effective reading skills.
- Communicate effectively, both orally and in writing.
- Demonstrate mathematical skills.
- Identify and solve problems and apply knowledge in a critical, creative manner.
- Recognize the value of self and others.
- Evaluate and use information technology effectively.

# HEALTH SCIENCES



## CERTIFIED NURSE AIDE

### Health Sciences

Admission Dates: Every Five Weeks

#### Career Description

Certified nurse aides (CNA), often the principal caregivers in nursing homes, work under the supervision of registered and licensed practical nurses. They take and record temperature, pulse, respiration and blood pressure; help residents in and out of bed; assist with bathing, dressing, feeding and toileting of residents. CNAs work primarily in nursing homes, but some work in hospitals or for temporary nursing service agencies.

#### Career Titles

- Certified nurse aide (CNA)
- Certified nurse assistant
- Geriatric aide

#### Program Features

The CNA program prepares students to be caregivers in nursing homes while working under the supervision of licensed nurses. The instruction includes classroom, laboratory, and clinical experience. Students must successfully complete a competency skills checklist, maintain attendance as defined in the course syllabus, and achieve satisfactory grades. Daytime classes meet daily for approximately five weeks and evening classes meet two to three times a week for approximately three months. (102 clock hours)

The program meets the guidelines of the Kansas Department of Health and Environment and graduates may take the state examination to become CNAs after successful completion of the course.

#### Admissions Requirements

In addition to the college's admissions policy, students must:

- Be 16 years of age or older.
- Successfully complete preadmission testing.
- Provide documentation of a negative PPD TB skin test within the last six months or negative chest X-ray within the last three years.
- CNAs and medication aides must pay for and pass a criminal background check – must be completed prior to first day of classes.

**Note:** Beginning July 1, 1998, persons who have been found guilty of a felony related to crimes against a person may be denied employment in adult care homes and home health agencies (KSA 39-970 and KSA 65-5117). Visit [www.kdhe.state.ks.us/hoc](http://www.kdhe.state.ks.us/hoc) for a list of prohibited offenses, or call Melinda Reynard-Lindsay, 785.296.8628.

#### Physical and Environmental Requirements

The following **sensory** and **physical** activities are *essential functions* of this position and are performed in excess of levels required for ordinary movement:

- Awkward position
- Balancing
- Color vision
- Crouching
- Depth perception
- Fingering (manipulative finger movements)
- Grasping
- Handling
- Hearing
- Lifting

Certificate of Completion		5 Credits
<b>Required Technical Courses</b>		
GRA 101	Certified Nurse Aide <sup>1</sup>	5.0
<b>Technical Total</b>		<b>5.0</b>
<b>Related Courses</b>		
ALH 002	Certified Nurse Aide Update <sup>3 4 +</sup>	0.0
ALH 150	Assisted Living Operator Training <sup>3</sup>	2.0
GRA 019	Medication Aide Update <sup>3 5 +</sup>	0.0
GRA 104	Home Health Aide <sup>2 4 +</sup>	2.0
GRA 108	Rehabilitation Aide <sup>3 4 +</sup>	2.0
GRA 110	Social Services Designee <sup>3 6 +</sup>	2.0
GRA 113	Activity Director <sup>3 6 +</sup>	2.0
GRA 116	Activity Director/Social Services Designee <sup>3 +</sup>	3.0
GRA 119	Medication Aide <sup>3 4 +</sup>	5.0

<sup>1</sup> Held at Central Center, Larksfield Place and Wichita High School West.  
<sup>2</sup> Held at Central Center and Larksfield Place.  
<sup>3</sup> Held at Central Center.  
<sup>4</sup> Prerequisite of GRA 101 is required before taking courses.  
<sup>5</sup> Prerequisites of GRA 101 and GRA 119 are required before taking course.  
<sup>6</sup> Kansas Certified Nurse Aide certification or department approval.  
+ Course has prerequisites – see Course Descriptions.

- Near visual acuity
- Reaching
- Smelling
- Speaking
- Standing/moving about
- Stooping
- Twisting

The following **mental** and **communicative** activities are *essential* to the performance of this position:

- Ability to handle stress and emotions
- Ability to handle conflict
- Ability to organize materials
- Careful attention to detail
- Concentrating on task
- Dealing with diverse populations
- Fast reaction time
- Handling multiple priorities
- Making decisions with limited information
- Making non-routine judgments
- Performing tasks during limited time frame
- Positive attitude toward ill, handicapped and elderly
- Reasoning— applying procedures
- Reporting to multiple supervisors
- Using diplomacy and tact

An individual in this position will be required to **carry** or **lift** weights in this range:

- **25–50 pounds**

An individual in this position will be exposed to the following:

- Bloodborne pathogens
- Use of electrical equipment
- Use of sharp utensils
- Wet work—hands

*Certified Nurse Aide continued on next page*

*Certified Nurse Aide continued*

**Program Outcomes**

Upon successful program completion, students are able to:

1. Identify the individual's basic human needs — physical, psychological, social, spiritual and environmental.
2. Demonstrate meeting each individual's basic human needs —physical, psychological, social, spiritual and environmental.
3. Demonstrate employability skills
4. Recognize the members of the health-care team and the importance of communication between the certified nurse aide and other team members.
5. Identify the effect of aging on each person's basic needs to help them reach their highest quality of life.
6. Identify emergency safety methods and protocols for certified nurse aides to prevent accidents and incidents.

**Accreditations/Affiliations**

The Certified Nurse Aide program is approved by the Kansas Board of Regents.

The program is also approved by:

- Kansas Department of Health and Environment  
1000 SW Jackson, Suite 200  
Topeka, KS 66212-1365  
785.296.0056

# DENTAL ASSISTANT

## Health Sciences

Admission Dates: Fall

### Career Description

Dental assistants work at chairside as dentists examine and treat patients. The assistant prepares the patient for treatment, obtains dental records and provides instruments and materials needed during treatment procedures.

The dental assistant also provides post-treatment instruction, instructs patients in oral health care, takes impressions for study casts, exposes radiographs and processes dental x-ray film as directed by the dentist. In some dental offices, assistants perform business office and laboratory duties as well. The wide range of tasks that a dental assistant may perform requires both technical and interpersonal skills.

A dental assistant may be employed in general dentistry or in any dental specialty area. Employment opportunities include solo or group dental practices, government clinics, hospitals or teaching institutions.

### Program Features

This program provides the educational environment and experiences to prepare for employment as a dental assistant. The program graduate has the knowledge and skills necessary to assist during the delivery of dental care, perform supportive treatment procedures and basic business office tasks. Graduates may take the Dental Assisting National Board examination to become a Certified Dental Assistant (CDA).

Students may request consideration for advanced placement by submitting an official transcript of coursework. This program does not offer credit for experiential learning.

### Admission Requirements

In addition to the college's admissions policy, students registering in this health program must:

- Complete a college-level Introduction to MS Office course. Credit may be transferred by official transcript from any accredited institution. See Transfer of Credit section in catalog.
- Be 17 years of age or older.
- Attend an information session prior to registration.
- Successfully complete preadmission testing.
- Upon acceptance, complete necessary health examinations, immunizations and pass a drug screen test at their own expense prior to the first day of courses.
- Possess current American Heart Association CPR for Healthcare Providers certification prior to start of second-semester courses.

### Physical and Environmental Requirements

The following **sensory** and **physical** activities are *essential functions* of this position and are performed in excess of levels required for ordinary movement.

- Accommodation
- Awkward position
- Color vision
- Depth perception
- Feeling
- Fingering (manipulative finger movements)
- Flexing or rotating wrists
- Grasping

Technical Certificate (two semesters)		38 Credits
<b>Required Technical Courses</b>		
DAS 102	Fundamentals in Dental Assisting +	3.0
DAS 107	Anatomy for Dental Assistants +	3.0
DAS 108	Dental Health Education +	2.0
DAS 112	Dental Materials I +	4.0
DAS 115	Chairside Assisting I +	6.0
DAS 118	Dental Radiology I +	2.0
DAS 125	Dental Science +	2.0
DAS 132	Dental Materials II +	2.0
DAS 135	Chairside Assisting II +	2.0
DAS 138	Dental Radiology II +	2.0
DAS 142	Dental Office Procedures +	2.0
DAS 144	Clinical Experience +	8.0
<b>Technical Total</b>		<b>38.0</b>
<b>Optional Continuing Education Courses</b>		
DAS 020	Theoretical Application of Nitrous Oxide (6 clock hours) +	0.0
DAS 210	Expanded Fundamentals in Dental Assisting +	4.0
DAS 214	Supragingival Scaling for the Dental Assistant +	4.0
+ Course has prerequisites – see Course Descriptions.		

- Handling
- Hearing
- Lifting
- Near visual acuity
- Reaching
- Repetitive movement
- Sitting
- Speaking
- Standing
- Stooping
- Twisting

The following **mental** and **communicative** activities are *essential* to the performance of this position:

- Ability to handle stress and emotions
- Ability to organize materials
- Ability to remember procedures and instructions
- Careful attention to detail
- Concentrating on task
- Dealing with angry people
- Dealing with diverse populations
- Fast reaction time
- Handling conflict
- Handling multiple priorities
- Performing task during limited time frame
- Positive attitude toward ill, handicapped and elderly
- Public contact
- Reasoning – applying procedures
- Using diplomacy and tact

*Dental Assistant continued on next page*

*Dental Assistant continued*

An individual in this position will be required to **carry or lift** weights in this range:

- **10–25 pounds**

An individual in this position will be *exposed* to:

- Bloodborne pathogens
- Chemical hazards (skin irritants)
- Respiratory hazards
- Vibrating equipment
- Use of sharp instruments
- Latex

### **Program Outcomes**

Upon successful program completion, students are able to:

1. Demonstrate concepts of infection control and hazard management.
2. Apply principles of radiation hygiene and safety to obtain diagnostic radiographs.
3. Assist in clinical dental procedures.
4. Manipulate dental materials associated with chairside and laboratory procedures.
5. Perform basic dental business office procedures.
6. Demonstrate effective communication and professional ethics.

### **Accreditations/Affiliations**

The Dental Assistant program is approved by the Kansas Board of Regents.

The program is also accredited by:

- Commission on Dental Accreditation  
of the American Dental Association  
211 E. Chicago Avenue  
Chicago, IL 60611-2678  
312.440.4653

## DIETARY MANAGER

### Health Sciences

Admission Dates: Fall / Spring / Summer

#### Career Description

Demand for trained food service managers is growing as the types and number of noncommercial facilities expand. Trained food service managers can find employment in retirement communities and rehabilitation, health-care, correctional and school food service facilities.

#### Program Features

The Dietary Manager program combines classroom work and practical experience. Students must be employed in healthcare food service or other noncommercial food services. A written recommendation for training from the facility administrator and a registered dietitian, willing to act as preceptor for field experience, is also required. Those working in other noncommercial food positions must make arrangements to complete the field experience for nutrition classes in a health-care facility.

This program prepares students for the requirements of the Kansas State Department of Aging for food service directors in hospitals and long-term care facilities. Graduates are eligible to take the certification exam of the Dietary Managers Association.

#### Program Outcomes

Upon successful program completion, students are able to:

1. Demonstrate workplace safety, food safety and sanitation procedures.
2. Supervise and monitor quality of food production and service.
3. Demonstrate food-service management skills.
4. Supervise food-service staff.
5. Develop client nutritional care plans.

#### Admissions Requirements

In addition to the college's admissions policy, students must:

- Complete a Dietary Manager Program Application.
- Complete a Dietary Manager Field Experience Agreement.

#### Accreditations/Affiliations

The Dietary Manager program is approved by the Kansas Board of Regents.

The program is also accredited by:

- Dietary Manager Association  
406 Surrey Woods Drive  
St. Charles, IL 60174  
630.587.6336

Certificate of Completion		13 Credits
<b>Required Technical Courses</b>		
DME 130	Computer Applications in Dietetics	1.0
DME 141	Sanitation and Safety +	2.0
DME 157	Nutrition Management +	5.0
DME 158	Managing Food Service Operations +	5.0
<b>Technical Total</b>		<b>13.0</b>
<b>Optional Continuing Education Courses</b>		
ALH 003	ServSafe	1.0
DME 120	Certified Dietary Manager Exam Review +	1.0
+ Course has prerequisites – see Course Descriptions.		

## HEALTH CARE

### Health Sciences

Admission Dates: Fall / Spring

*Program is pending Kansas Board of Regents and Council on Occupational Education approval.*

#### Program Features

Successful completion of a technical program in a health occupation provides entry into the chosen profession. In the rapidly changing world of health care, employees in health professions need a broad awareness and understanding of the world around them, along with strong technical skills to maximize their potential in the workplace.

The Health Care associate of applied science (AAS) degree program incorporates the coursework of the Dental Assistant, Medical Assistant or Surgical Technology technical certificate program as the first year of the AAS degree program. The remaining courses for this degree provide a foundation in general education to expand students' awareness of the world around them. The advanced technical courses provide an overview of federal and state regulations, industry practices and legal and ethical issues that impact the health-care industry and challenges facing the industry as a whole. Today's competent health professionals are required to access and evaluate data and communicate this data through oral and written communications. The Health Care AAS degree program also includes development of some advanced technical skills consistent with learners' chosen professions. While completion of the Health Care AAS degree does not lead to immediate salary increases within these professions, it can contribute to preferential selection from among equally qualified applicants, and the additional preparation can contribute to more rapid career advancement and increases in salary.

#### Admission Requirements

The majority of students applying to the Health Care AAS degree program will be individuals who have earned technical certificates in the Dental Assistant, Medical Assistant or Surgical Technology programs. For these students, the following requirements apply:

- Compliance with college admission policies.
- Evidence of a Dental Assistant, Medical Assistant or Surgical Technology technical certificate.
- Upon acceptance, complete necessary health examinations, immunizations and pass a criminal background check and drug screen at their own expense at an agency designated by WATC prior to the first day of classes. This requirement is limited to students entering an advanced technical course with a clinical component.

While not criteria for admission, students need to take COMPASS math and writing exams for appropriate placement in math and English composition coursework.

#### Physical and Environmental Requirements

See Dental Assistant, Medical Assistant and Surgical Technology program information for these requirements.

#### AAS Degree

Dental Assistant Graduates	67 Credits
Medical Assistant Graduates	67 Credits
Surgical Technology Graduates	71 Credits

#### Prerequisite

Successful completion of Dental Assistant, Medical Assistant or Surgical Technology program.

#### Required General Education

ENG 101	English Composition I +	3.0
HHS 210	Health Care Practice Management +	4.0
HHS 214	Legal and Ethical Issues in Health Care +	4.0
MTH 101	Intermediate Algebra or higher +	3.0
SPH 101	Introduction to Public Speaking +	3.0
HHS 214	Seminar in Health Sciences +	2.0
PSY 101	General Psychology +	3.0
SOC 101	Introduction to Sociology +	3.0

#### Dental Assistant

DAS 210	Expanded Fundamentals in Dental Assisting +	4.0
<i>or</i>		
DAS 214	Supragingival Scaling for the Dental Assistant +	4.0

#### Medical Assistant

MEA 210	Advanced Procedures in Medical Assisting +	4.0
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#### Surgical Technology

SGT 235	Specialty Surgical Practice +	4.0
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+ Course has prerequisites – see Course Descriptions.

#### Program Outcomes

Upon successful program completion, students are able to:

1. Integrate general education concepts into a broadened understanding of the student's health-care profession and the patients/clients served.
2. Relate events that have shaped the current health-care industry and the impact of these events on the student's health-care profession.
3. Formulate a personal management style that recognizes personal management preferences and addresses employee needs.
4. Compare and contrast the impact of laws and ethics on the delivery of health care.
5. Demonstrate effective oral and written communications that are consistent with correct use of the English language.
6. Demonstrate research skills that produce accurate and relevant information to address the question/problem being investigated.
7. Demonstrate advanced technical skills through performance of procedures of increased complexity in the student's profession.

#### Accreditations/Affiliations

The Health Care AAS degree program is pending approval by the Kansas Board of Regents and the Council on Occupational Education.

# MEDICAL ASSISTANT

## Health Sciences

Admission Dates: Fall / Spring

### Career Description

Medical assistants are multi-skilled professionals dedicated to assisting in patient-care management. These health-care professionals perform administrative and clinical duties and may manage emergency situations, facilities and/or personnel. Medical assistants work in physicians' offices, clinics, hospitals and other medical facilities under the supervision of a physician.

### Career Titles

- Medical assistant
- Medical office assistant
- Receptionist
- File/records clerk
- Insurance coder
- EKG tech/monitor tech

### Program Features

The Medical Assistant program provides the education and experience necessary to function in doctors' offices and clinics under the supervision of a physician. Graduates perform front office (administrative) and back office (clinical) duties. Graduates of the program may take the national certification examination to become Certificate Medical Assistants (CMAs).

Students may request consideration for advanced placement by submitting an official transcript of coursework. This program does not offer credit for experiential learning.

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

### Admissions Requirements

In addition to the college's admissions policy, students registering in this program must:

- Be 17 years of age or older and 18 years of age by program completion.
- Attend an information session prior to registration.
- Successfully complete preadmission testing.
- Concurrent first-semester registration in, or successful completion of, a college-level Introduction to MS Office course or equivalent. Credit may be transferred by official transcript from an accredited institution. Students may demonstrate on an internal WATC examination the knowledge and proficiency necessary to receive credit for Introduction to MS Office. See Credit by Examination in the catalog.
- Concurrent first-semester enrollment in, or successful completion of, a college-level Anatomy and Physiology course. Credit may be transferred by official transcript from an accredited institution.
- Possess current American Heart Association's CPR for Healthcare Providers certification before start of second-semester coursework.
- Upon acceptance, complete necessary health examinations, immunizations and pass a drug screen test and criminal background check at their own expense at

Technical Certificate (two semesters)		38 Credits
<b>Required Technical Courses</b>		
MEA 101	Professional Issues +	2.0
MEA 103	Medical Terminology *	2.0
MEA 111	Patient Care I+	5.0
MEA 113	Administrative Aspects I* +	3.0
MEA 115	Insurance Billing and Coding* +	3.0
MEA 117	Pharmacology +	5.0
MEA 120	Diagnostic Procedures +	2.0
MEA 121	Patient Care II+	5.0
MEA 123	Administrative Aspects II +	1.0
MEA 125	Clinical Laboratory Procedures* +	4.0
MEA 131	Externship in Medical Assisting +	6.0
<b>Technical Total</b>		<b>38.0</b>
* Kansas Workforce Education Curriculum (KWEC) state curriculum.		
<b>Open Registration</b>		
MEA 110	Human Body (meets Anatomy and Physiology requirement)	5.0
+ Course has prerequisites – see Course Descriptions.		

agencies designated by WATC prior to the first day of the course.

### Physical and Environmental Requirements

The following **sensory** and **physical** activities are *essential functions* of this position and are performed in excess of levels required for ordinary movement:

- Accommodation
- Awkward position
- Bending
- Color vision
- Depth perception
- Feeling
- Fingering (manipulative finger movements)
- Grasping
- Handling
- Hearing
- Lifting
- Near visual acuity
- Pulling and pushing
- Reaching
- Reading
- Repetitive movement
- Sitting
- Speaking
- Standing
- Stooping
- Twisting
- Walking
- Writing

The following **mental** and **communicative** activities are *essential* to the performance of this position:

- Ability to handle stress and emotion
- Ability to organize materials
- Ability to remember procedures and instructions

Medical Assistant continued on next page

*Medical Assistant continued*

- Careful attention to detail
- Concentrating on task
- Dealing with angry people
- Dealing with diverse populations
- Demonstrate honesty and dependability and safeguard patient confidentiality
- Fast reaction time
- Handling conflict
- Handling multiple priorities
- Performing task during limited time frame
- Positive attitude toward ill, handicapped and elderly
- Public contact
- Reasoning-applying procedures
- Using diplomacy and tact
- Verbal and nonverbal skills adequate for transmitting information

An individual in this position will be required to **carry** or **lift** weights in this range:

- **10-50 pounds**

An individual in this position will be exposed to the following:

- Bloodborne pathogens
- Chemical hazards
- Electrical equipment
- Respiratory hazards
- Use of sharp instruments

**Program Outcomes**

Upon successful program completion, students are able to:

1. Communicate effectively with patients and health-care team members.
2. Demonstrate a positive work ethic while applying legal and ethical concepts to the practice of medicine.
3. Apply problem-solving and critical-thinking skills to the practice of medicine and time management.
4. Evaluate and use information technology effectively.
5. Demonstrate methods of infection control.
6. Collect, process and test patient specimens.
7. Prepare patients and assist physicians in performing medical procedures.
8. Calculate, administer and document medication administration.
9. Perform reception and administrative medical office duties.
10. Obtain medical practice reimbursement through accurate claims submission and accurate third-party billing.

**Accreditations/Affiliations**

The Medical Assistant program is approved by the Kansas Board of Regents.

The Medical Assistant program is also accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Curriculum

Review Board of the American Association of Medical Assistants Endowment:

- Commission on Accreditation of Allied Health Education Programs  
35 E. Wacker Drive, Suite 1970  
Chicago, IL 60601-2208  
312.553.9355  
[www.caahep.org](http://www.caahep.org)

# MEDICAL LABORATORY TECHNICIAN

## Health Sciences

Admission Dates: Fall

### Career Description

Medical laboratory technicians (MLTs) work in Clinical Laboratory Improvement Amendments (CLIA) certified medical laboratories, hospitals, physicians' offices and independent and industrial laboratories. MLTs must be capable of performing phlebotomy procedures and testing in hematology, chemistry, microbiology, immunohematology, serology/immunology and urinalysis.

### Career Titles

- Medical laboratory technician
- Clinical laboratory technician

### Program Features

The MLT program prepares graduates to function as entry-level employees under CLIA regulations. The curriculum includes classroom theory and clinical experience in diagnostic laboratories. The MLT graduate is capable of performing all CLIA-regulated tests. The program may be completed on a full-time or part-time basis.

Students may request consideration for advanced placement by submitting an official transcript of coursework. This program does not offer credit for experiential learning.

### Admission Requirements

In addition to the college's admissions policy, students must:

- Be 18 years of age or older.
- Attend an information session prior to registration.
- Schedule a hospital laboratory tour at information session.
- Successfully complete preadmission testing.
- Upon acceptance, complete necessary health examinations, immunizations and pass a drug screen test and criminal background check at their own expense at agencies designated by WATC prior to the first day of the course.
- Complete Basic Chemistry prior to enrolling in MLT 226 Clinical Chemistry I and complete Introduction to Microbiology prior to enrolling in MLT 214 Clinical Microbiology I. Credit may be transferred by official transcript from accredited institutions.

**Note:** Courses are scheduled so that students who have all of their general education courses can complete the technical courses in 12 months.

### Physical and Environmental Requirements

The following **sensory** and **physical** activities are *essential functions* of this position and are performed in excess of levels required for ordinary movement:

- Accommodation
- Awkward position
- Color vision
- Depth perception
- Feeling
- Fingering (manipulative finger movement)
- Grasping
- Handling
- Hearing
- Lifting
- Mobility
- Near visual acuity

### AAS Degree (six semesters)

72 Credits

#### Required Technical Courses

MLT 200	Introduction to the Laboratory +	2.0
MLT 204	Urinalysis and Body Fluids +	2.0
MLT 210	Immunology +	4.0
MLT 211	Hematology and Coagulation +	5.0
MLT 214	Clinical Microbiology I +	4.0
MLT 215	Clinical Microbiology II +	2.0
MLT 222	Immunohematology +	5.0
MLT 224	Laboratory Management +	2.0
MLT 226	Clinical Chemistry I +	3.0
MLT 227	Clinical Chemistry II +	3.0
MLT 257	Clinical Internship I +	3.0
MLT 258	Clinical Internship II +	5.0
MLT 259	Clinical Internship III +	4.0

**Technical Total 44.0**

#### Required General Education

Students who want to earn an associate of applied science degree are required to complete a minimum of 15 credit hours of general education.

ENG 101	English Composition I	3.0
MTH 101	Intermediate Algebra <i>or</i> higher	3.0
PSY 101	General Psychology	3.0
SOC 101	Introduction to Sociology	3.0
SPH 101	Introduction to Public Speaking	3.0
	<i>or</i>	
SPH 111	Interpersonal Communication	3.0
	General Biology	3.0
	General Chemistry	5.0
	Introduction to Microbiology	5.0

Programs of study may have general education requirements above the minimums, so students should discuss selections with a support services specialist.

**General Education Total 28.0**

+ Course has prerequisites – see Course Descriptions.

- Reaching
- Repetitive movement
- Speaking
- Standing
- Stooping
- Twisting

The following **mental** and **communicative** activities are *essential* to the performance of this position:

- Ability to handle stress and emotions
- Ability to organize materials
- Ability to remember procedures and instructions
- Careful attention to detail
- Concentrating on task
- Dealing with angry people
- Dealing with diverse populations
- Fast reaction time
- Handling conflict
- Handling multiple priorities

*Medical Laboratory Technician continued on next page*

*Medical Laboratory Technician continued*

- Performing task during limited timeframe
- Positive attitude toward ill, handicapped and elderly
- Public contact
- Reasoning – applying procedures
- Using diplomacy and tact

An individual in this position will be required to **carry** or **lift** weights in this range:

- **10–25 pounds**

An individual in this position will be exposed to the following:

- Bloodborne pathogens
- Chemical hazards
- Physical hazards
- Respiratory hazards

**Program Outcomes**

Upon successful program completion, students are able to:

1. Demonstrate proper phlebotomy skills.
2. Explain common laboratory organization and work flow.
3. Apply working knowledge of concepts of blood groups, antibody detection, compatibility testing and blood product preparation.

4. Correlate blood cell morphology and hemostasis with disease states.
5. Demonstrate knowledge of the relationship between chemical analysis and of blood, urine and body fluids with disease states.
6. Interpret bacterial colony growth for eventual identification of human pathogens.

**Accreditations/Affiliations**

The Medical Laboratory Technician program is approved by the Kansas Board of Regents.

The program is also accredited by:

- National Accrediting Agency for Clinical Laboratory Sciences  
8410 W. Bryn Mawr Avenue, Suite 670  
Chicago, IL 60631-3415  
773.714.8880

## PHLEBOTOMIST

### Health Sciences

**Admission Dates: Spring**

**Career Description**

Changes in blood and other body tissues and fluids often indicate something is wrong with the body. With the help of many health care professionals, including the phlebotomist, the physician diagnoses and treats the disorder. The role of the phlebotomist in this process is to collect and process blood samples that will be tested to provide vital information to assist the physician in making these decisions. It is critical that the phlebotomist be careful in identifying the patient, labeling samples and completing requisitions so that test results accurately reflect the patient's condition.

Since many patients do not come in contact with any laboratory personnel other than the phlebotomist, the phlebotomist becomes the patient's "window" to the laboratory. Patients often form an opinion as to the quality of the laboratory based on their relationship with the phlebotomist. For this reason the phlebotomist, in addition to being competent in collecting blood samples, needs to also display professional behavior and communicate effectively.

Phlebotomists work in hospitals, clinics, blood collection facilities, physicians' offices and independent laboratory facilities.

<b>Certificate of Completion</b>	<b>10 Credits</b>
<b>Required Technical Courses</b>	
MLT 253 Phlebotomy +	10.0
<b>Technical Total</b>	<b>10.0</b>
<b>Continuing Education Open Registration 4 Credits</b>	
MLT 256 Phlebotomy for Practitioners +	4.0
<b>Technical Total</b>	<b>4.0</b>
<b>Open Registration 4 Credits</b>	
MLT 255 Laboratory Tests and Disease	4.0
+ Course has prerequisites – see Course Descriptions.	

**Admissions Requirements**

In addition to the college's admissions policy, students must:

- Be 18 years of age or older.
- Attend an information session prior to registration.
- Successfully complete preadmission testing.
- Upon acceptance, complete necessary health examinations and immunizations at their own expense prior to the first day of courses.

**Accreditations/Affiliations**

The Phlebotomist course is approved by the Kansas Board of Regents.

# PHARMACY TECHNICIAN

## Health Sciences

Admission Dates: Spring

### Career Description

Pharmacy technicians are allied health specialists who work under the supervision of a registered pharmacist to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and regulations.

Pharmacy technicians are vital assets to hospital and retail pharmacists because their training allows them to perform technical procedures, enabling pharmacists to direct their attention to professional tasks. Variations of this role may be found in positions classified as pharmacy assistants, pharmacy clerks or pharmacy supportive personnel.

### Career Titles

- Pharmacy assistant
- Pharmacy clerk
- Pharmacy support personnel

### Program Features

Students participate in classroom and campus laboratory coursework and receive actual clinical experience in a hospital and retail pharmacy. They are prepared to function as beginning level pharmacy technicians. Graduates may take the National Pharmacy Technician Certification Examination offered by the Pharmacy Technician Certification Board, Inc. (PTCB).

Students may request consideration for advanced placement by submitting an official transcript of coursework. This program does not offer credit for experiential learning.

### Admissions Requirements

In addition to the college's Admissions Policy, students enrolling in this program must:

- Be 18 years of age or older.
- Attend an information session prior to registration.
- Successfully complete preadmission testing.
- Upon acceptance, complete necessary health examinations, immunizations and pass a drug screen test and criminal background check at their own expense at agencies designated by WATC prior to the first day of the course.

### Physical and Environmental Requirements

The following **sensory** and **physical** activities are *essential functions* of this position and are performed in excess of levels required for ordinary movement:

- Color vision
- Fingering (manipulative finger movements)
- Grasping
- Handling
- Hearing
- Lifting
- Near visual acuity
- Reaching
- Speaking
- Standing/moving about
- Stooping
- Twisting

Certificate of Completion		15 Credits
<b>Required Technical Courses</b>		
PHT 114	Pharmacy Calculations +	3.0
PHT 116	Pharmacology for Pharmacy Technicians +	4.0
PHT 118	Pharmacy Practice +	5.0
PHT 120	Pharmacy Technician Practicum +	3.0
<b>Technical Total</b>		<b>15.0</b>
<b>Optional Continuing Education Course</b>		
PHT 030	Pharmacy Technician Certification Preparation +	1.5
+ Course has prerequisites – see Course Descriptions.		

The following **mental** and **communicative** activities are *essential* to the performance of this position:

- Ability to handle stress and emotions
- Ability to handle conflict
- Ability to organize materials
- Accuracy in the arrangement of letters, numbers, etc.
- Careful attention to detail
- Concentrating on task
- Dealing with diverse populations
- Fast reaction time
- Handling multiple priorities
- Performing task during limited time frame
- Positive attitude toward ill, handicapped and elderly
- Reasoning – applying procedures
- Reporting to multiple supervisors
- Using diplomacy and tact

An individual in this position will be required to **carry** or **lift** weights in this range:

- **10–20 pounds**

### Program Outcomes

Upon successful program completion, students are able to:

1. Prepare and dispense medications under the supervision of a registered pharmacist in the retail and hospital pharmacy in accordance with standard procedures and laws.
2. Utilize common terms, abbreviations and symbols used in the pharmacy.
3. Identify the major drug classes and therapeutic uses and actions.
4. Perform calculations involved in the pharmacy.
5. Interpret and process prescriptions and physician orders.
6. Maintain accurate and confidential patient profiles and medication records.
7. Demonstrate aseptic techniques used in IV admixtures and compounding.
8. Communicate effectively with patients and members of the health-care team.
9. Demonstrate work ethics.

### Accreditations/Affiliations

The Pharmacy Technician program is approved by the Kansas Board of Regents.

# PRACTICAL NURSE

## Health Sciences

**Admission Dates: Fall / Spring and Spring / Summer for Evening**

### Career Description

A practical nurse is a vital member of the health-care team who provides nursing care to selected patients under the supervision of a registered nurse or physician. The practical nurse utilizes technical knowledge and skills to meet the health needs of people in a variety of settings.

Practical nurses are employed primarily in nursing homes and hospitals. They may also be employed in clinics, physicians' offices, home health agencies and temporary nursing service agencies.

### Career Titles

- Licensed Practical Nurse (LPN)
- Licensed Vocational Nurse (LVN)

### Program Features

The Practical Nurse program provides the common body of knowledge and skills essential for the practical nurse's entry into practice. The curriculum fulfills the educational requirements for licensure as a Licensed Practical Nurse (LPN). Upon completion of the program, the graduate is eligible to take the NCLEX-PN examination.

Students may request consideration for advanced placement by submitting an official transcript of coursework. This program does not offer credit for experiential learning. There are pathways for articulation to degree nursing programs. Students continuing their education for an ADN or BSN should consult a counselor regarding transfer of credit for all courses.

Curriculum and schedule subject to change based on clinical availability.

### Locations

The Practical Nurse program is offered day and evening at Central Center. The Practical Nurse Satellite program is offered at the Kansas Veterans Home in Winfield, Kansas.

### Admissions Requirements

In addition to the college's admissions policy, students must:

- Be 18 years of age or older.
- After application has been processed and applicant has been accepted for admission, complete a Health Sciences program application.
- Practical Nurse applicants must provide original high school or GED transcript according to Kansas State Board of Nursing guidelines. Request that transcript be mailed directly to Registrar.
- Be a current Kansas Certified Nurse Aide (CNA) and must submit copy of current CNA certificate from KDHE to WATC Main Campus, Admissions.
- Complete Anatomy and Physiology (A&P), CPR for Healthcare Providers, General Psychology, Developmental Psychology and Principles of Nutrition with a passing grade prior to entering program. A&P is acceptable for five years after completion of course; all others are acceptable for seven years. Students who are currently enrolled in prerequisite courses may bring a current, unofficial transcript or equivalent to the information session.

Technical Certificate (two semesters)	40 Credits
<b>Required Prerequisite Courses</b>	
ALH 001 CPR for Healthcare Providers	0.0
MEA 110 Human Body	5.0
<i>or</i>	
Anatomy and Physiology	5.0
PNR 111 Principles of Nutrition +	3.0
PNR 105 Developmental Psychology +	3.0
PSY 101 General Psychology +	3.0
<b>Total Prerequisites</b>	<b>14.0</b>
<b>Required Technical Courses</b>	
PNR 109 Pharmacology +	4.0
PNR 114 Orientation to Nursing +	2.0
PNR 115 Fundamentals of Nursing I +	2.0
PNR 116 Fundamentals of Nursing II +	4.0
PNR 117 Fundamentals of Nursing III +	2.0
PNR 118 Fundamentals of Nursing IV +	2.0
PNR 150 Practical Nursing Issues +	2.0
PNR 160 Nursing Care of the Family +	6.0
PNR 162 Medical/Surgical Nursing I +	3.0
PNR 163 Medical/Surgical Nursing II +	6.0
PNR 164 Mental Health Concepts +	1.0
PNR 165 Gerontology +	6.0
<b>Technical Total</b>	<b>40.0</b>
<b>Certificate of Completion</b>	<b>3.0</b>
ALH 160 IV Therapy for LPNS +	3.0
+ Course has prerequisites – see Course Descriptions.	

- Successfully complete the TEAS test with a minimum score of 40 in math and 60 in reading. A photo ID and payment are required to take the assessments. Results are mailed to applicants in three to five business days and are valid for five years. Results are not given over the phone.
- Applicants must submit two letters of recommendation from an employer or instructor (former or current) to Admissions. Preprinted forms are available from Admissions.
- Attend an orientation session prior to registration. Dates and times are mailed to applicants.

Upon acceptance into program, applicants must:

- Pay for and pass a criminal background check and drug screen test at an agency designated by WATC.
- Complete required health examinations and immunizations at their own expense by designated date.

**Note:** The Kansas State Board of Nursing may deny licensure to persons who have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust (KSA 65-1120), except that notwithstanding KSA 74-120 no license, certificate of qualification or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto.

*Practical Nurse continued on next page*

*Practical Nurse continued*

### Physical and Environmental Requirements

The following **sensory** and **physical** activities are *essential functions* of this position and are performed in excess of levels required for ordinary movement.

- Accommodation
- Awkward position
- Color vision
- Depth perception
- Feeling (touch)
- Fingering (manipulative finger movements)
- Grasping
- Handling
- Hearing
- Lifting
- Manual dexterity
- Near visual acuity
- Pulling and pushing
- Reaching
- Reading
- Repetitive movement
- Sitting
- Speaking
- Standing
- Stooping and bending
- Twisting
- Writing

The following **mental** and **communicative** activities are *essential* to the performance of this position.

- Ability to handle stress and emotions
- Ability to organize materials
- Ability to remember procedures and instructions
- Careful attention to detail
- Concentrating on task
- Dealing with angry people
- Dealing with diverse populations
- Fast reaction time
- Handling conflict
- Handling multiple priorities
- Honesty, dependability and safeguarding confidentiality of patient
- Making observations and exercising good judgment
- Performing task during limited time frame
- Positive attitude toward ill, handicapped and elderly
- Problem solving
- Public contact
- Reasoning – applying procedures
- Using diplomacy and tact
- Verbal/nonverbal skills adequate for transmitting information

An individual in this position will be required to carry or lift weights in this range:

- **50 pounds** unassisted
- Over **50 pounds** assisted

An individual in this position will be exposed to the following:

- Bloodborne pathogens
- Chemical hazards (skin irritants)
- Electrical equipment
- Respiratory hazards
- Use of sharp instruments

### Program Outcomes

Upon successful program completion, students are able to:

1. Utilize the nursing process to assist in identifying basic physical, psychosocial, spiritual and cultural health-care needs in prevention and treatment of simple nursing situations.
2. Utilize the nursing process and critical-thinking skills to assist in planning and delegating nursing care to diverse populations.
3. Perform nursing care safely within a supportive and restorative practical nurse framework as a caring, ethical and accountable health-care team member.
4. Demonstrate effective communication skills with clients, significant others and interdisciplinary team members in planning and delivering health care.
5. Demonstrate continued learning as a part of personal and professional growth.

### Accreditations/Affiliations

The Practical Nurse program is approved by the Kansas Board of Regents.

The program is also accredited by:

- National League for Nursing  
Accrediting Commission, Inc.  
61 Broadway, 33rd Floor  
New York, NY 10006  
212.363.5555

The program is also approved by:

- Kansas State Board of Nursing  
900 S.W. Jackson, Suite 1051  
Topeka, KS 66612-1230  
785.296.3782

# SURGICAL FIRST ASSISTANT

## Health Sciences

Admission Dates: Any Time / Self-Paced

*Program is pending Council on Occupational Education approval.*

### Career Description

The surgical assistant provides aid in exposure, hemostasis and other technical functions that help the surgeon carry out a safe operation with optimal results for the patient. This role varies considerably with the surgical operation, specialty area and type of facility. Clinical skills performed under direct supervision of a surgeon include positioning the patient, providing visualization of the operative site, utilizing appropriate techniques to assist with hemostasis, participating in volume replacement or autotransfusion techniques, utilizing appropriate techniques to assist with closure of body planes and selecting and applying appropriate wound dressings.

### Career Titles

- Surgical first assistant
- Surgical assistant
- First assistant

### Program Features

The Surgical First Assistant program is a hybrid offering composed of independent study through an initial home study component, six-day technique-enhancement seminar, and 360-hour clinical preceptorship. Technical skills are taught through a DVD series that teaches surgical knot-tying and suturing, patient positioning, equipment needed for various surgical procedures and its proper usage, advanced assisting techniques and insight into the role of the surgical first assistant from practicing surgical first assistants and the surgeons who utilize their services. The six-day technique-enhancement seminar, conducted by the faculty, is composed of lectures and practice to hone the skills needed by first assistants. Threaded throughout the instruction is a focus on organizational skills, research skills, medical legal issues related to the role of the surgical first assistant and business skills needed for a successful career in this profession. The program culminates in a 360-hour clinical preceptorship under the supervision of the surgeon(s) of the student's choice and an in-depth, researched case study based on an actual patient.

The program may be completed on a full-time or part-time basis, and students may choose either the technical certificate or associate of applied science (AAS) track for program completion.

### Admission Requirements

In addition to the college's admissions policy, students must:

- Be a certified surgical technologist with at least three years current operating room scrub and/or assisting experience within the last five years.
  - Submit one letter of recommendation.
- or*
- Be a surgical technologist who is certification eligible with three years of current operating room scrub and/or assisting experience within the last five years.
  - Provide two letters of recommendation, and certification is required prior to program completion.

*Surgical First Assistant continued on next page*

Technical Certificate (two semesters)		25 Credits
<b>Required Technical Courses</b>		
SGT 200	Introduction to Surgical Assisting +	2.0
SGT 202	Surgical Assisting Techniques I	1.0
SGT 204	Surgical Assisting Techniques II	2.0
SGT 207	Anatomy and Physiology for Surgical First Assistants	4.0
SGT 209	Basic Hemodynamics and Lab Values	1.0
SGT 211	Professional Development	1.0
SGT 212	Entrepreneurial Principles	1.0
SGT 214	Surgical Site Management +	2.0
SGT 216	Care of the Surgical Patient +	1.0
SGT 218	Anesthesia and the Surgical Patient +	1.0
SGT 222	Clinical Preceptorship +	8.0
SGT 224	Clinical Case Study (Capstone Course) +	1.0
<b>Technical Total</b>		<b>25.0</b>
AAS Degree (four semesters)		66 Credits
<b>Required Technical Courses</b>		
SGT 200	Introduction to Surgical Assisting +	2.0
SGT 202	Surgical Assisting Techniques I	1.0
SGT 204	Surgical Assisting Techniques II	2.0
SGT 207	Anatomy and Physiology for Surgical First Assistants	4.0
SGT 209	Basic Hemodynamics and Lab Values	1.0
SGT 211	Professional Development	1.0
SGT 212	Entrepreneurial Principles	1.0
SGT 214	Surgical Site Management +	2.0
SGT 216	Care of the Surgical Patient +	1.0
SGT 218	Anesthesia and the Surgical Patient +	1.0
SGT 222	Clinical Preceptorship +	8.0
SGT 224	Clinical Case Study (Capstone Course) +	1.0
<b>Technical Total</b>		<b>25.0</b>
<b>Required General Education</b>		
Students who want to earn an associate of applied science degree are required to complete a minimum of 15 credit hours of general education		
ENG 101	English Composition I +	3.0
MTH 101	Intermediate Algebra <i>or</i> higher +	3.0
SPH 101	Introduction to Public Speaking	3.0
<i>or</i>		
SPH 111	Interpersonal Communication +	3.0
<i>and</i>		
PSY 101	General Psychology	3.0
	English Composition II	3.0
	Anatomy and Physiology	5.0
	General Chemistry	5.0
	General Biology	5.0
	Introduction to Microbiology	5.0
	Pathophysiology	3.0
	Ethics	3.0
Programs of study may have general education requirements above the minimums, so students should discuss selections with a support services specialist.		
<b>General Education Total</b>		<b>41.0</b>
<small>Note: Courses are scheduled so that students who have all of their general education courses can complete the technical courses in 12 months.</small>		
<small>+ Course has prerequisites – see Course Descriptions.</small>		

*Surgical First Assistant continued*

**Note:** Admission requirements specific to registered nurses, physician's assistants and foreign-trained physicians are available upon request.

**All Applicants**

- Upon acceptance, complete necessary health examinations and immunizations and pass a criminal background check and drug screen test at their own expense – must be completed prior to the first day of classes.
- Provide documentation from supervisor regarding work experience.
- Have current cardiopulmonary resuscitation (CPR) and Basic Life Support (BLS) certification.

**Physical and Environmental Requirements**

The following **sensory** and **physical** activities are *essential functions* of this position and are performed in excess of levels required for ordinary movement.

1. Accommodation
2. Awkward position
3. Color vision
4. Depth perception
5. Feeling
6. Fingering (manipulative finger movements)
7. Flexing or rotating wrists
8. Grasping
9. Handling
10. Hearing
11. Lifting
12. Mobility
13. Near visual acuity
14. Reading
15. Reaching
16. Repetitive movement
17. Speaking
18. Standing
19. Stooping
20. Twisting

The following **mental** and **communicative** activities are *essential* to the performance of this position:

1. Ability to handle stress and emotion
2. Ability to organize materials
3. Ability to remember procedures and instructions
4. Careful attention to detail
5. Concentrating on task
6. Dealing with angry people
7. Dealing with diverse populations
8. Fast reaction time
9. Handling conflict
10. Handling multiple priorities
11. Performing task during limited timeframe
12. Positive attitude toward ill, handicapped and elderly
13. Public contact
14. Reasoning — applying procedures
15. Using diplomacy and tact

An individual in this position is required to **carry** or **lift** weights in this range:

- 10–50 pounds

An individual in this position will be exposed to:

1. Bloodborne pathogens
2. Physical hazards

3. Chemical hazards
4. Respiratory hazards
5. Use of sharp objects
6. Vibrating equipment
7. Latex
8. Radiation
9. Wet hands

**Program Outcomes**

Upon successful program completion, students are able to:

1. Demonstrate proficiency in tying surgical knots, including the one-handed knot, two-handed knot, instrument ties and specialty knots.
2. Demonstrate proficiency in surgical stitches, including the simple interrupted stitch, figure-eight stitch, horizontal- and vertical-mattress stitches, running stitches (subcuticular and locking).
3. Demonstrate assisting techniques, including traction/counter-traction, following, mirroring the surgeon and points of focus.
4. Identify surgical anatomy.
5. Explain relevant physiology of the surgical patient's disease process.
6. Exhibit procedural preparedness throughout the case.
7. Adhere to current Health Insurance Portability and Accountability Act (HIPAA) guidelines relevant to the surgical patient.
8. Discuss medicolegal issues facing the surgical first assistant.
9. Explain the scope of practice of the surgical first assistant.

**Accreditations/Affiliations**

The Surgical First Assistant program is approved by the Kansas Board of Regents.

The program is also pending Council on Occupational Education approval.

## SURGICAL TECHNOLOGY

### Health Sciences

**Admission Dates: Fall (Central Center) / Spring (Satellite)**

*Program revisions are pending Council on Occupational Education approval.*

#### **Career Description**

Surgical technologists assist in surgeries under the supervision of surgeons, registered nurses or other surgical personnel. They are members of operating-room teams that include surgeons, anesthesiologists and circulating nurses. Before operations, surgical technologists help prepare operating rooms by setting up surgical instruments and equipment, sterile drapes and sterile solutions. They assemble both sterile and non-sterile equipment and ensure it is working properly. Surgical technologists also prepare patients for surgery by washing, shaving and disinfecting incision sites. They transport patients to operating rooms, help position them on operating tables and cover them with sterile surgical drapes. Surgical technologists also observe patients' vital signs, check charts and assist the surgical team with putting on sterile gowns and gloves. During surgery, they pass instruments and other sterile supplies to surgeons and surgical assistants. They may hold retractors, cut sutures and help count sponges, needles, supplies and instruments. Surgical technologists help prepare, care for and dispose of specimens taken for laboratory analysis and assist in applying dressings. Some surgical technologists operate sterilizers, lights or suction machines and assist with diagnostic equipment. Surgical technologists may also help transfer patients to recovery rooms following surgery and clean and restock operating rooms.

#### **Career Titles**

- Surgical technologist
- Scrub tech
- Operating room technician (ORT)
- Sterile processing technician/manager
- Central supply manager
- Instrument technician
- Surgical technician

#### **Program Features**

The Surgical Technology program prepares students to function in the operating room environment by combining classroom and simulated laboratory instruction with actual surgical clinical experience. Successful completion of the program allows the graduate to take the National Certification examination to become a Certified Surgical Technologist (CST).

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Accreditation Review Committee on Education in Surgical Technology of the Association of Surgical Technologists (AST).

Students may request consideration for advanced placement by submitting an official transcript of coursework. This program does not offer credit for experiential learning.

Technical Certificate (two semesters)		42 Credits
<b>Required Prerequisite Courses</b>		
ALH 001	CPR for Healthcare Providers	0.0
CED 200	College-Level Introduction to MS Office +	1.0
MEA 110	Human Body	5.0
<i>or</i>		
	Anatomy and Physiology	5.0
<b>Total Prerequisites</b>		<b>6.0</b>
<b>Required Technical Courses</b>		
SGT 101	Introduction to Surgical Technology +	2.0
SGT 105	Microbiology for Surgical Technology +	3.0
SGT 107	Pharmacology for Surgical Technology +	2.0
SGT 111	Patient Care I +	3.0
SGT 115	Surgical Procedures I +	5.0
SGT 116	Surgical Instruments +	2.0
SGT 119	Surgical Technology Clinical Experience I +	1.0
SGT 120	Principles and Practices in Surgical Technology I +	5.0
SGT 121	Patient Care II +	2.0
SGT 125	Surgical Procedures II +	4.0
SGT 129	Surgical Technology Clinical Experience II +	4.0
SGT 130	Surgical Technology Clinical Experience III +	4.0
SGT 131	Surgical Technology Clinical Experience IV +	3.0
SGT 133	Professional Issues in Surgical Technology +	2.0
<b>Technical Total</b>		<b>42.0</b>
+ Course has prerequisites – see Course Descriptions.		

#### **Locations**

The Surgical Technology program is offered at Central Center and at Susan B. Allen Memorial Hospital, El Dorado, Kansas.

#### **Admissions Requirements**

In addition to the college's admissions policy, students registering in this program must:

- Be 18 years of age or older.
- After application has been processed and applicant has been accepted for admission, complete a Health Sciences program application.
- Request that official transcript (high school, GED or 15 college credits with a grade of 2.0 or higher) be mailed directly to Registrar.
- Successfully complete COMPASS preadmission testing with a score of 60 for reading and 30 for math. A photo ID and payment are required to take the assessments. Results are mailed to applicants in three to five business days and are valid for five years. Results are not given over the phone.
- Complete college-level Introduction to MS Office, CPR for Healthcare Providers and Anatomy and Physiology (A&P) courses with passing grades prior to entering program. A&P is acceptable for five years after completion of course. Credit may be transferred by official transcript from an accredited institution. (MEA 110 Human Body satisfies A&P requirement at WATC.)

*Surgical Technology continued on next page*

*Surgical Technology continued*

- Applicants must submit two letters of recommendation from an employer or instructor (former or current) to Admissions. Preprinted forms are available from Admissions.
- Attend an information session prior to registration. Dates and times are mailed to applicants.
- Attend an operating room tour.
- Upon acceptance into program, applicants must:
  - Pay for and pass a criminal background check and drug screen test at an agency designated by WATC.
  - Complete all required health examinations and immunizations at their own expense by designated date.

**Physical and Environmental Requirements**

The following **sensory** and **physical** activities are *essential functions* of this position and are performed in excess of levels required for ordinary movement:

- Accommodation
- Awkward position
- Color vision
- Depth perception
- Feeling
- Fingering (manipulative finger movements)
- Flexing or rotating wrists
- Grasping
- Handling
- Hearing
- Lifting
- Mobility
- Near visual acuity
- Reaching
- Reading
- Repetitive movement
- Speaking
- Standing
- Stooping
- Twisting

The following **mental** and **communicative** activities are *essential* to the performance of this position:

- Ability to handle stress and emotion
- Ability to organize materials
- Ability to remember procedures and instructions
- Careful attention to detail
- Concentrating on task
- Dealing with angry people
- Dealing with diverse populations
- Fast reaction time
- Handling conflict
- Handling multiple priorities
- Performing task during limited time frame
- Positive attitude toward ill, handicapped and elderly
- Public contact
- Reasoning — applying procedures
- Using diplomacy and tact

An individual in this position will be required to **carry** or **lift** weights in this range:

- **10–50 pounds**

An individual in this position will be exposed to the following:

- Bloodborne pathogens
- Chemical hazards
- Latex

- Physical hazards
- Radiation
- Respiratory hazards
- Use of sharp objects
- Vibrating equipment
- Wet hands

**Program Outcomes**

Upon successful program completion, students are able to:

1. Apply the principles of asepsis in providing optimal patient care.
2. Respect patients' rights to privacy, dignity and safety.
3. Understand and implement a surgical care plan, using knowledge derived from biological sciences.
4. Identify and utilize sterilization methods used for instruments and special equipment necessary for specific surgical procedures.
5. Develop and enhance skills for assisting surgeons.
6. Use time economically to minimize patient exposure trauma.
7. Demonstrate knowledge of pharmacologic agents used in surgical procedures.
8. Acknowledge responsibility for ethical and legal issues concerning surgical technologists.
9. Understand the need for continuing education to facilitate professional growth and leadership skills.
10. Participate in professional organizations.

**Accreditations/Affiliations**

The Surgical Technology program is approved by the Kansas Board of Regents.

The program is also accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the Accreditation Review Committee on Education in Surgical Technology:

- National Board of Surgical Technology and Surgical Assisting  
6 West Dry Creek Circle, Suite 100  
Littleton, CO 80120  
303.694.9262

# MANUFACTURING AND ENGINEERING TECHNOLOGIES



## AEROSTRUCTURES TECHNICIAN

### Manufacturing and Engineering Technologies

Admission Dates: Fall / Spring

*Program is pending Council on Occupational Education approval.*

#### Career Description

Aerostructures technicians are employed in the aircraft manufacturing and service industry. They are able to work with various sheetmetal materials, which is the core skill required to qualify for a wide range of career opportunities. Skilled aerostructures technicians are in high demand for manufacturing assembly and repair service jobs at large and small employers throughout the local and regional area. A typical career plan for individuals completing this course is to acquire experience in a variety of manufacturing assembly operations, progress through basic and complex structural repair functions and to ultimately advance to lead or inspection positions in a manufacturing or service company.

#### Career Titles

- Sheetmetal assembler
- Sheetmetal repairman
- Structural repair mechanic
- Assembly inspector

#### Program Features

The Aerostructures Technician program provides students with the skills and knowledge to succeed in the aircraft manufacturing and service industry. The Manufacturing Skills course provides students with the basic skills and knowledge to enter the manufacturing field. Instruction includes the fundamentals of blueprint reading, precision measurement, communication skills, math skills, business operations and environmental health and safety. The Aircraft Sheetmetal course includes instruction in the fundamentals of assembly, meeting set standards, safety issues, use of common aircraft sheetmetal tools, sealant application, math and blueprint reading. Students learn how to identify fasteners, install and remove fasteners, assemble sheetmetal components and identify and maintain proper "skin" quality. Students receive classroom instruction and demonstration and shop demonstration and performance.

#### Program Outcomes

Upon successful program completion, students are able to:

1. Utilize blueprint terminology.
2. Utilize blueprints and engineering drawings.
3. Understand basic measuring tools and gauges.
4. Perform basic math calculations.
5. Possess basic understanding of essential skills to work safely in manufacturing environment.
6. Understand and have necessary skills to obtain employment in the manufacturing sector.
7. Identify applicable standards and specifications.
8. Interpret instructions and codes.
9. Locate specified views.
10. Utilize steel scales, micrometer and ball gauges.
11. Calculate edge distance and margins.
12. Select appropriate tools and materials.
13. Use compressed-air power hand drill, rivet gun, rivet sets and bucking bar.

Certificate of Completion		12 Credits
<b>Required Technical Courses</b>		
AER 110	Aircraft Sheetmetal	4.0
MFG 140	Manufacturing Skills	8.0
<b>Technical Total</b>		<b>12.0</b>

14. Use a C-Squeeze.
15. Trim aluminum sheet and use hand files to file to contour.
16. Locate hole dimensions and clearance and lay out hole patterns.
17. Drill and deburr holes.
18. Pre-fit and assemble structures using cleco clips and various types of rivets and fasteners in final assembly.
19. Use appropriate signals during team riveting.
20. Differentiate kinds of sheetmetal and heat treat condition.
21. Prepare surfaces, apply sealant and rivet sealed joints.
22. Demonstrate general computer literacy required to locate standards, specifications and applicable print documents.
23. Demonstrate decision-making and problem-solving skills.

#### Admission Requirements

In addition to the college's admissions policy, students must pay for and successfully complete preadmission testing.

#### Accreditations and Affiliations

The Aerostructures Technician program is approved by the Kansas Board of Regents and is pending approval by the Council on Occupational Education.

## AVIATION CABINETMAKER

### Manufacturing and Engineering Technologies

Admission Dates: Fall / Spring

#### Career Description

The aviation cabinetmaker constructs cabinets for aircraft. The craftsmanship is taken to a higher level to achieve a precision product manufactured with lightweight composite materials. These cabinets are usually covered with a variety of veneer, laminates and exotic woods.

Skilled aviation cabinetmakers may be employed by a variety of large and small aircraft companies. Working in smaller companies often involves custom cabinetmaking, which is both rewarding and challenging.

#### Career Titles

- Aviation cabinetmaker
- Wood technician cabinetmaker

#### Program Features

This program provides students with the skills and knowledge necessary to work in the production of aviation cabinetry. This certificate program teaches students to fabricate products utilizing wood and composite materials with a high degree of accuracy and precision. Students become familiar with aviation blueprints and utilize various types of materials including honeycomb board, aluminum, Kevlar, epoxies, various types of adhesives and plastic and wood veneers.

#### Program Outcomes

Upon successful program completion, students are able to:

1. Fabricate projects to print specifications.
2. Demonstrate wood shop safety.
3. Demonstrate the ability to assemble aviation cabinets.
4. Demonstrate the ability to utilize industry-specific tools and machinery.
5. Demonstrate the ability to effectively utilize industry-specific materials.

#### Accreditations and Affiliations

The Aviation Cabinetmaker program is approved by the Kansas Board of Regents.

Technical Certificate	20 Credits
<b>Required Technical Courses</b>	
APA 150 Technical Math I	1.5
CON 170 AV-Blueprint Reading and Sketching	1.0
CON 171 AV-Hand and Power Tools	1.0
CON 172 AV-Materials and Processes +	5.0
CON 173 AV-Beginning Cabinetmaking and Joinery +	6.0
CON 174 AV-Wood Science +	1.0
CON 175 AV-Inspection and Quality Control +	1.0
CON 176 AV-Overlay and Laminate Materials +	1.0
CON 188 AV-Cabinet Finish Processes +	2.5
<b>Technical Total</b>	<b>20.0</b>
+ Course has prerequisites – see Course Descriptions.	

## COMPOSITES FABRICATION TECHNICIAN

### Manufacturing and Engineering Technologies

Admission Dates: Fall / Spring / Summer

#### Career Description

The composites fabrication technician works in the design and production of composite processes and products for many varied industries including, but not limited to, aerospace, marine, automobiles, trucks, recreational vehicles, energy products, household and sporting goods and industrial machines.

#### Career Titles

- Composites fabrication technician
- Composites technician
- Lay-up/bonding technician
- Composites quality control inspector
- Composites repair technician

#### Certificate of Completion Features

This certificate of completion provides students with the skills and knowledge necessary to work in various phases of the composites industry, including process and product design, tool and mold design, product and process manufacturing and quality assurance. Students receive hands-on working knowledge of the manufacturing methods and techniques used in today's composite industries.

Students become familiar with both the materials and methods used to create the ever-increasing number of composite components and structures.

#### Program Outcomes

Upon successful completion, students are able to:

1. Demonstrate safe handling of composite materials.
2. Construct articles from composite materials.
3. Demonstrate fundamental knowledge of resins and reinforcement materials.
4. Demonstrate vacuum bagging techniques.
5. Safely mix and apply polymer resins.
6. Demonstrate fundamental molding techniques.
7. Cut and trim composite materials.
8. Read and correctly interpret blueprints for composite components and assemblies.
9. Identify the various illustration methods.
10. Visualize a three-dimensional item from a two-dimensional drawing.
11. Interpret the formation given on a production drawing including dimensions and tolerances and lay-up and ply orientation.
12. Perform the fundamental operations required in a composites production facility.
13. Calculate ratios and percentages and apply them to resin mixtures.
14. Use precision measuring instruments.
15. Safely and correctly use common hand tools.
16. Produce holes and install fasteners in articles constructed from composite materials.
17. Hand lay-up a composite laminate.
18. Demonstrate knowledge of the resin transfer/infusion methods of molding composites.
19. Demonstrate good bonding techniques.

Certificate of Completion		4 Credits
<b>Required Technical Courses</b>		
CFT 101	Introduction to Composites	1.5
CFT 105	Blueprint Reading for Composites +	0.5
CFT 110	Composites Fabrication Shop Skills and Tools +	0.5
CFT 130	Composites Fabrication Methods/Applications +	1.5
<b>Technical Total</b>		<b>4.0</b>
+ Course has prerequisites – see Course Descriptions.		

#### Accreditations/Affiliations

The Composites Fabrication Technician program is approved by the Kansas Board of Regents.

# COMPUTER-AIDED DRAFTING

## Manufacturing and Engineering Technologies

Admission Dates: Fall / Spring

### Career Description

Computer-aided drafting technicians translate ideas, rough sketches, specifications and calculations of engineers, architects, designers and business people into working drawings, which are used in making a product, structure or presentation. Their drawings and presentations describe exactly what materials, processes and agenda the client can use on particular jobs.

### Career Titles

- Design technician
- CAD technician
- Drafts person
- Designer
- CAD designer

### Technical Certificate Program Features

This program allows students to gain skills and knowledge in the areas of architectural and manufacturing drafting and design. Program includes classroom and lab instruction in the basic design concepts of sketching and lettering, geometric construction, multi-views, pictorials, auxiliary views, surface developments, dimensioning and tolerances, fasteners and working drawings/plans. Features include advanced AutoCAD, which covers such topics as solid modeling, Internet, plotting and printing for drawings, system variables, external commands, script files and the development of the working set of drawings/plans.

### Technical Certificate Program Outcomes

Upon successful program completion, students are able to:

1. Identify different materials and processes by inspection.
2. Apply geometry to geometric constructions.
3. Demonstrate design-sketching techniques.
4. Draw multi-view projections.
5. Apply architectural concepts for residential applications.
6. Draw using basic dimensioning variables.
7. Demonstrate techniques of the design process.
8. Independently interpret ideas into design documentation.
9. Use auxiliary programs.
10. Apply tooling principles to drawing.

### Degree Program Features

The technical courses for the associate of applied science (AAS) degree provide an educational experience through the solution of practical problems related to manufacturing technology. This is supplemented and supported by general education courses in math, English and communications, physical, social and behavioral sciences and humanities.

Graduates receive an AAS degree, which assists them in entering into middle-management technical jobs in the manufacturing industry or in continuing their education.

To receive the associate of applied science degree, students complete the technical certificate program of their choice and the required technical electives and general education credit hours for each degree area.

### Degree Program Outcomes

Upon successful program completion, students are able to:

### Technical Certificate (two semesters) 34 Credits

Required Technical Courses	
MCD 112	Industrial Materials and Processes 2.0
MCD 113	Technical Drafting + 2.0
MCD 114	Architectural Drafting and Design + 3.0
MCD 115	Machine Drafting and Design + 3.0
MCD 116	Introduction to CAD 3.0
MCD 121	Descriptive Geometry + 2.0
MCD 122	Architectural CAD + 4.0
MCD 123	Mechanical CAD + 5.0
MCD 124	Advanced AutoCAD + 3.0
MCD 213	Principles of Tool Design + 1.0
	Technical Academics * 6.0
<b>Technical Total 34.0</b>	

\* Technical Academics = Technical Communications, Technical Computer Applications and Technical Math I and II. Equivalent general education courses in English, math and computers may be taken in lieu of Technical Communications, Technical Math and Technical Computer Applications.

### AAS Degree (four semesters) 62 Credits

Required Technical Courses	
	See technical certificate for technical courses 34.0
	Technical Electives 13.0
<b>Technical Total 47.0</b>	

### Required General Education

Students who want to earn an associate of applied science degree are required to complete a minimum of 15 credit hours of general education.

ENG 101	English Composition I + 3.0
MTH 101	Intermediate Algebra <i>or</i> higher + 3.0
SPH 101	Introduction to Public Speaking 3.0
	<i>or</i>
SPH 111	Interpersonal Communication 3.0
	<i>and</i>

A minimum of one course from each of the following areas:

- Natural Sciences
- Social Sciences

Programs of study may have general education requirements above the minimums, so students should discuss selections with a support services specialist.

**Minimum General Education Total 15.0**

+ Course has prerequisites - see Course Descriptions.

1. Demonstrate effective reading, writing, speaking and listening skills.
2. Demonstrate mathematical skills.
3. Apply scientific concepts.
4. Identify and solve problems, applying knowledge in a critical, creative and ethical manner.
5. Recognize the value of self and others in order to be a productive member of a diverse global society.
6. Evaluate and use information technology effectively.
7. Achieve all technical certificate learning outcomes previously listed.

### Accreditations and Affiliations

The Computer-Aided Drafting program is approved by the Kansas Board of Regents.

## MACHINING TECHNOLOGY

### Manufacturing and Engineering Technologies

Admission Dates: Fall / Spring / Summer

#### Career Description

The machinist is a skilled worker who uses machine tools to make metal parts. Machinists can set up and operate most types of machine tools, including Computer Numerical Control (CNC) equipment. Their wide knowledge of shop practices and the working properties of metals, in addition to understanding the capabilities of various machine tools, enables them to produce parts that meet precise specifications.

Machinists select tools and materials required for each job and plan the cutting and finished work according to blueprints or written specifications. They make shop computations related to dimensions, tooling, feeds and speed. They often use precision instruments, such as micrometers and gauges, to measure the accuracy of the work to the thousandth of an inch.

Machinists who are employed in maintenance departments to make or repair metal parts have a broad knowledge of mechanical principles. They are employed in all parts of the country in all types of factories, industries and maintenance shops.

#### Career Titles

- Entry-level machinist
- CNC machine tool operator
- Maintenance machinist
- Machine set-up operator
- Machinist apprentice
- Prototype machinist
- Tool maker

#### Program Features

This program allows students to gain skills and knowledge in various manufacturing procedures and operations including lathe and mill operations with emphasis on conventional/manual machining operations. Program includes classroom and laboratory instruction in safety, proper use of hand and power tools, blueprint reading and sketching, precision measuring and layout, setup, operation, clean-up and basic maintenance of lathes, milling machines and surface grinders with extra emphasis on CNC setup and operation.

#### Program Outcomes

Upon successful program completion, students are able to:

1. Read and interpret prints.
2. Maintain a clean and safe work environment.
3. Demonstrate proper use and care of machine and hand tools.
4. Machine parts to print specifications.
5. Develop job planning sheets for machining procedures.
6. Use proper cutting speeds and feeds.
7. Identify and use precision measuring tools.
8. Identify metal cutting operations.
9. Identify CNC machine types.
10. Run parts on CNC machines.

#### Technical Certificate (two semesters) 32 Credits

##### Required Technical Courses

MET 150	Machine Tool Practices	4.0
MET 160	Engineering Materials and Testing	3.0
MMG 104	Blueprint Reading	3.0
MMG 120	Precision Tools and Measurements	3.0
MMG 149	CNC Operations I	5.0
MMG 150	CNC Operations II +	5.0
MMG 225	Introduction to CNC Operations	3.0
MMG 230	Jigs and Fixtures	3.0
	Technical Academics * **	3.0

**Technical Total 32.0**

\* Technical Academics = Technical Communications, Technical Computer Applications and Technical Math I and II. Equivalent general education courses in English, math and computers may be taken in lieu of Technical Communications, Technical Math and Technical Computer Applications.

\*\* Machining Technology students are required to take Technical Math I and II only.

##### Please Note

The Machining Technology program has been revised. Any credits earned at WATC toward this program in the previous three years will be applied toward the updated technical certificate. Credits earned more than three years ago will be evaluated on a course-by-course basis.

+ Course has prerequisites – see Course Descriptions.

#### Accreditations/Affiliations

The Machining Technology program is approved by the Kansas Board of Regents.

The program is also affiliated with:

- Society of Manufacturing Engineers  
One SME Drive  
Dearborn, MI 48121  
313.271.1500

## MECHANICAL ENGINEERING TECHNOLOGY

### Manufacturing and Engineering Technologies

Admission Dates: Fall / Spring

#### Career Description

Exciting and sophisticated innovations in today's industries demand individuals who can move between the design phase and the shop floor, communicating with all members of the design and manufacturing team. The Mechanical Engineering Technology (MET) program graduates technicians who can help design, build, test and produce both industrial and consumer products and equipment. The emphasis in the MET program is on understanding how engineering principles are applied in real-world applications and practices.

#### Career Titles

- Mechanical engineering technician
- Manufacturing engineering technician
- Mechanical design technician
- CNC graphical programming technician
- Material testing engineering technician
- Research and development technician

#### Program Features

The Mechanical Engineering Technology (MET) program is an associate of applied science degree that combines a unique integration of product design knowledge with appropriate manufacturing systems applications. Students learn basic elements of mechanical design, engineering material selection procedures and associated computer-integrated manufacturing (CIM) processes. Emphasis is on the design for manufacturability. Students utilize the current advances in both 3-D solid modeling and CNC graphical programming software systems. Upon graduation, students also have university transfer options available within similar disciplines.

The Mechanical Engineering Technology (MET) program emphasizes current technical competencies that are relevant to today's industry standards thereby developing a marketable set of skills for employability of the graduates. A variety of delivery methodologies are utilized to assure comprehension by a diverse student body. Educational rigor within the curriculum allows for the development of articulation agreements with universities in Kansas with similar programs, thus affording graduates a path for continued lifelong learning opportunities.

#### Program Admission Requirements

Students must meet all of WATC's admissions policy requirements as specified in the current college catalog. Students are encouraged to have some math and science background in high school.

#### Graduation Requirements

Students must satisfy all of WATC's general graduation requirements as specified in the current college catalog. A minimum letter grade of C is required for all MET and GET completed courses.

#### Program Outcomes

Upon successful program completion, students are able to:

1. Design various machine components, mechanisms and assemblies.
2. Design work-holding devices and fixtures.

AAS Degree (four semesters)	67 Credits
<b>Required Technical Courses</b>	
GET 154 Engineering Graphics I	4.5
GET 164 Engineering Graphics II +	4.5
GET 255 Industry Co-Op (Optional) **	** 4.0
MET 150 Machine Tool Practices	4.0
MET 152 Manufacturing Processes and Applications	3.0
MET 160 Engineering Materials and Testing +	3.0
MET 250 Computer-Aided Manufacturing I +	5.0
MET 252 Fluid Mechanics with Applications +	3.5
MET 258 Fundamentals of Electricity / Electronics +	3.0
MET 260 Computer-Aided Manufacturing II +	5.0
MET 262 Design of Machine Elements and Assemblies +	3.0
MET 264 Principles of Mechanics +	4.0
MET 266 Automation and Controls +	4.5
MET 268 Capstone Design Project ** +	** 4.0
<b>Technical Total</b>	<b>51.0</b>
<b>Required General Education</b>	
Students who want to earn an associate of applied science degree are required to complete a minimum of 15 credit hours of general education.	
ENG 101 English Composition I +	3.0
MTH 112 College Algebra +	3.0
MTH 113 Trigonometry	3.0
PHY 111 Physics *	4.0
PSY 101 General Psychology	3.0
<b>General Education Total</b>	<b>16.0</b>
* Courses offered by Wichita State University.	
** GET 255 Industry Co-Op may be substituted for MET 268 Capstone Design Project.	
+ Course has prerequisites – see Course Descriptions.	
A written articulation agreement between WATC and Kansas State University–Salina allows the MET degree to be transferred to KSU–Salina.	

3. Make preliminary sketches and detailed drawings of machines and their components.

#### Accreditations/Affiliations

The Mechanical Engineering Technology program is approved by the Kansas Board of Regents.

The program is also affiliated with:

- American Society for Engineering Education  
1818 N. Street NW, Suite 600  
Washington, DC 20036-2479  
202.331.3500
- Society of Manufacturing Engineers  
One SME Drive  
Dearborn, MI 48121  
313.271.1500

## WELDING

## Manufacturing and Engineering Technologies

Admission Dates: Fall / Spring / Summer

**Career Description**

Welders work with a variety of metals such as steel, aluminum and stainless steel. They use several welding techniques such as oxy-acetylene, shielded metal arc, gas tungsten arc welding (TIG) and gas metal arc welding (MIG). Cutting operations include plasma, air arc and oxy-acetylene. Individuals may choose to diversify their training or specialize in a particular area, depending upon the material and process.

Welding is the joining together of two pieces of metal by heating them to their melting point. The fusion of the two pieces of metal into one unit may be accomplished with or without the addition of filler rod. Metal is heated by either a flame of combustible gas or by an electric arc. In today's applications, welding is performed by one of the electric processes. Metal is also separated or cut by the same methods. Many jobs require all welds to be performed by an American Welding Society (AWS) certified welder. WATC students have the opportunity to become an AWS certified welder, which increases job opportunities and salaries.

**Career Titles**

- Aviation welder
- Manufacturing production welder
- Construction welding:
  - Pipefitter
  - Iron worker
- Maintenance welder
- Welding inspector

**Program Features**

The program allows students to gain knowledge and skills in cutting, arc welding, MIG and TIG welding and provides some exposure to oxy-acetylene cutting and welding. Program includes classroom and lab instruction in safety, blueprint reading and sketching, tools and materials used in the various forms of welding, machine adjustments and rod selection, skill requirements for various welding positions, weld testing and certification, fabrication and layout of various welding projects.

**Program Outcomes**

Upon successful program completion, students are able to:

1. Demonstrate welding safety and proper use of shop tools.
2. Fabricate a project to specifications utilizing a print.
3. Inspect and test welds to American Welding Society (AWS) specifications.
4. Demonstrate ability to produce fillet welds.
5. Demonstrate ability to produce full penetration welds.
6. Demonstrate oxy-acetylene and plasma cuttings.
7. Demonstrate shielded arc welding skills.
8. Demonstrate gas metal arc welding skills.
9. Demonstrate gas tungsten arc welding skills.

Technical Certificate (two semesters)		34 Credits
<b>Required Technical Courses</b>		
CWG 101	Occupational Safety/Welding	1.0
CWG 102	Print Reading/Welding +	1.0
CWG 141	Oxy-Acetylene Welding and Cutting	2.0
CWG 142	Shielded Metal Arc Welding	6.0
CWG 143	Gas Metal Arc Welding	4.0
CWG 144	Materials and Testing +	1.0
CWG 145	Fabrication and Design +	1.5
CWG 146	Flux Core Arc Welding	4.0
CWG 147	Gas Tungsten Arc Welding	6.0
CWG 148	Plasma and Carbon Arc Cutting	1.5
	Technical Academics *	6.0
<b>Technical Total</b>		<b>34.0</b>
* Technical Academics = Technical Communications, Technical Computer Applications and Technical Math I and II. Equivalent general education courses in English, math and computers may be taken in lieu of Technical Communications, Technical Math and Technical Computer Applications.		
<b>Open Registration</b>		
CWG 210	Welding Applications	4.0
CWG 242	SMAW D1.1 Certification +	4.0
CWG 243	GMAW D1.1 Certification +	4.0
CWG 250	API 1104 Certification +	4.0
+ Course has prerequisites – see Course Descriptions.		

**Accreditations/Affiliations**

The Welding program is approved by the Kansas Board of Regents.

The program is also affiliated with:

- American Welding Society  
550 N.W. LeJune Road  
Miami, FL 33126  
1.800.443.9353

**TRANSPORTATION  
AND  
CONSTRUCTION  
TECHNOLOGIES**



## AIR CONDITIONING AND REFRIGERATION

### Transportation and Construction Technologies

Admission Dates: Fall / Spring

#### Career Description

Air conditioning, heating and refrigeration technicians are employed in the installation, service and repair of the mechanical and electrical equipment utilized by the industry. Installers must be able to read and interpret blueprints and design specifications in order to readily identify components, set components in place, complete the piping and hookups and make the necessary electrical connections. They then test-operate the system and make required adjustments to insure proper performance.

Some companies employ the same individual for both installation and service, while others differentiate between the two positions, employing a specialist for each. Typically, new employees begin as installers and progress to service work. Service technicians generally drive company vans or trucks and make on-site repairs when air conditioning and refrigeration systems fail, thus requiring an experienced, highly skilled technician.

#### Career Titles

- Service technician
- Installation technician
- Maintenance technician

#### Program Features

The Air Conditioning and Refrigeration program provides students with skills and knowledge to diagnose, repair and service residential and commercial air conditioning and refrigeration equipment. This program includes classroom and lab instruction in safety, blueprint reading and sketching, electrical theory, applied refrigeration principles, residential heating and cooling, commercial systems and equipment and system design. Many graduates continue in an apprenticeship program with a local contractor.

#### Program Outcomes

Upon successful program completion, students are able to:

1. Recognize symbols and interpret prints.
2. Identify hazardous and unsafe practices.
3. Solve problems using basic electrical theory.
4. Install HVAC systems.
5. Troubleshoot and repair HVAC systems.
6. Demonstrate the ability to assemble a basic refrigeration system.
7. Demonstrate the ability to service a medium temperature refrigeration system.

#### Accreditations and Affiliations

The Air Conditioning and Refrigeration program is approved by the Kansas Board of Regents.

This program is also affiliated with:

- Air Conditioning Contractors of America  
2800 Shirlington Road, Suite 300  
Arlington, VA 22206  
703.575.4477

Technical Certificate (two semesters)		34 Credits
<b>Required Technical Courses</b>		
CHA 101	Occupational Safety/HVAC	1.0
CHA 102	Print Reading/HVAC	1.0
CHA 111	Fundamentals of Electricity for HVAC	6.0
CHA 112	Basic Refrigeration +	6.0
CHA 113	Commercial Refrigeration +	7.0
CHA 114	Heating, Ventilation and Air Conditioning	7.0
	Technical Academics * +	6.0
<b>Technical Total</b>		<b>34.0</b>
* Technical Academics = Technical Communications, Technical Computer Applications and Technical Math I and II. Equivalent general education courses in English, math and computers may be taken in lieu of Technical Communications, Technical Math and Technical Computer Applications.		
+ Course has prerequisites – see Course Descriptions.		

## AUTO COLLISION REPAIR

### Transportation and Construction Technologies

**Admission Dates: Fall / Spring**

#### Career Description

There will be a high demand for auto collision technicians during the next ten years. In larger shops in the auto collision industry, a worker may specialize as either an auto collision technician or a refinish technician. In some mega-shop situations, structural and nonstructural repairs are assigned to different technicians. Painters and prep techs in these shops are supported by make-ready personnel. In contrast, smaller shops may require one technician to possess all the skills to complete all auto body and refinish repairs. Technicians may advance to shop supervisors, estimators or even independent shop owners.

#### Career Titles

- Collision repair/refinishing technician
- Collision damage estimator
- Parts specialist
- Insurance adjustor

#### Program Features

This program allows students to gain skills and knowledge in the repair, assembly and refinishing of automotive vehicles. Program includes classroom and lab instruction in safety, nonstructural damage repair, structural damage repair, steering, suspension and alignment, electrical systems, painting, refinishing and estimating. Program has National Automotive Technicians Education Foundation accreditation at the secondary and postsecondary levels.

#### Program Outcomes

Upon successful program completion, students are able to:

1. Accurately diagnose and repair suspension and steering systems.
2. Straighten or replace damaged panels — cosmetic or structural.
3. Align and repair unibody and/or body over frame damage.
4. Determine extent of structural damage.
5. Use frame machine to make structural repairs.
6. Demonstrate proper surface preparation.
7. Demonstrate spray gun and related equipment operation.
8. Prepare automobile for complete refinish.
9. Make accurate estimates of repairs including cost of parts and labor.

#### Accreditations and Affiliations

The Auto Collision Repair program is approved by the Kansas Board of Regents.

This program is also accredited by:

- National Automotive Technicians Education Foundation  
13505 Dulles Technology Drive, Suite 2  
Herndon, VA 20171-3421  
Ph: 703.713.0100

<b>Technical Certificate (three semesters)</b>		<b>39 Credits</b>
<b>Required Technical Courses</b>		
TAC 101	Occupational Safety	1.0
TAC 111	Structural Damage Analysis and Repair	7.5
TAC 112	Refinish I +	6.0
TAC 113	Nonstructural Damage Analysis and Repair	9.0
TAC 114	Steering, Suspension and Alignment	3.0
TAC 116	Electrical Systems	2.0
TAC 118	Refinish II +	4.5
	Technical Academics *	6.0
<b>Technical Total</b>		<b>39.0</b>
<small>* Technical Academics = Technical Communications, Technical Computer Applications and Technical Math I and II. Equivalent general education courses in English, math and computers may be taken in lieu of Technical Communications, Technical Math and Technical Computer Applications. + Course has prerequisites – see Course Descriptions.</small>		

This program is affiliated with:

- Inter-Industry Conference on Auto Collision Repair  
1342 Colonial Boulevard, Suite K-230  
Ft. Myers, FL 33907  
239.939.9667  
877.ICAR.MIG  
Fax: 239.939.9667  
E-Mail: [welding@i-car.com](mailto:welding@i-car.com)  
Web Site: <http://www.i-car.com>

WATC is an approved I-CAR certified weld testing facility. For the most up-to-date information on the Automotive Steel GMA (MIG) and Automotive Aluminum GMA (MIG) Welding Qualification Tests, other I-CAR qualification tests, and I-CAR training programs, visit I-CAR at [www.i-car.com](http://www.i-car.com), or call 800.422.7872.

## AUTOMOTIVE SERVICE TECHNOLOGY

### Transportation and Construction Technologies

Admission Dates: Fall / Spring / Summer

#### Career Description

Highly skilled automotive service specialists are a necessity for today's ever-changing technology. Service is becoming increasingly computerized, and the field of automotive service technology is constantly growing more complex. Jobs involving tune-ups, transmissions, front-ends and brakes can no longer be isolated and treated separately, but must be coordinated as integral parts of an interrelated system. There is a need for automotive service specialists, parts specialists and customer service specialists in the servicing of particular makes and models of vehicles. Future automotive service technology jobs will be based on the ability to communicate effectively, recognize components and accurately diagnose mechanical and electrical malfunctions.

#### Career Titles

- Automotive technician
- Service consultant
- Parts specialist
- Customer service specialist

#### Technical Certificate Program Features

This program allows students to gain skills and knowledge to accurately diagnose, repair and service various automotive vehicles. Program includes classroom and lab instruction in safety, electrical and electronic systems, suspension and steering, engine performance, manual drive train and axles, heating and air conditioning, engine repair and brakes. Program has National Automotive Technicians Education Foundation accreditation at the secondary and postsecondary levels.

#### Technical Certificate Program Outcomes

Upon successful program completion, students are able to:

1. Demonstrate the ability to service and repair integrated electronic systems and components.
2. Perform diagnosis and repair on brake system components.
3. Diagnose and repair suspension and steering systems.
4. Diagnose and repair general drive train concerns.
5. Perform general transmission and transaxle diagnosis.
6. Service and repair heating and air conditioning systems according to state, local and federal guidelines.
7. Interpret and diagnose engine concerns.
8. Verify and repair engine concerns.
9. Diagnose and repair fuel-injection and emissions system.

#### Degree Program Features

The technical courses for the associate of applied science (AAS) degree provide an educational experience through the solution of practical problems related to transportation technology. This is supplemented and supported by general education courses in math, English and communications, physical, social and behavioral sciences and humanities.

Graduates receive an AAS degree, which assists them in entering into middle-management technical jobs in the automotive industry or in continuing their education.

To receive the associate of applied science degree, students complete the technical certificate program of their choice

#### Technical Certificate (three semesters) 39.5 Credits

##### Required Technical Courses

TAS 121	Engine Repair	4.0
TAS 122	Brakes	3.5
TAS 123	Suspension and Steering	3.5
TAS 126	Manual Drive Train and Axles	3.5
TAS 128	Heating and Air Conditioning	3.0
TAS 129	Engine Performance	8.0
TAS 130	Electrical and Electronic Systems	8.0
	Technical Academics *	6.0

**Technical Total 39.5**

\* Technical Academics = Technical Communications, Technical Computer Applications and Technical Math I and II. Equivalent general education courses in English, math and computers may be taken in lieu of Technical Communications, Technical Math and Technical Computer Applications.

#### AAS Degree (five semesters) 62 Credits

##### Required Technical Courses

	See technical certificate for technical courses	39.5
TAS 127	Automatic Transmissions and Transaxles	4.0
	Technical Electives	3.5
	<b>Technical Total</b>	<b>47.0</b>

##### Required General Education

Students who want to earn an associate of applied science degree are required to complete a minimum of 15 credit hours of general education.

ENG 101	English Composition I +	3.0
MTH 101	Intermediate Algebra <i>or</i> higher +	3.0
SPH 101	Introduction to Public Speaking	3.0
	<i>or</i>	
SPH 111	Interpersonal Communication	3.0
	<i>and</i>	

A minimum of one course from each of the following areas:

- Natural Sciences
- Social Sciences

**Minimum General Education Total 15.0**

+ Course has prerequisites – see Course Descriptions.

and the required technical electives and general education credit hours for each degree area.

#### Degree Program Outcomes

Upon successful program completion, students are able to:

1. Demonstrate effective reading, writing, speaking and listening skills.
2. Demonstrate mathematical skills.
3. Apply scientific concepts.
4. Identify and solve problems, applying knowledge in a critical, creative and ethical manner.
5. Recognize the value of self and others in order to be a productive member of a diverse global society.
6. Evaluate and use information technology effectively.

*Automotive Service Technology continued on next page*

*Automotive Service Technology continued*

7. Achieve all technical certificate learning outcomes previously listed.

**Accreditations and Affiliations**

The Automotive Service Technology program is approved by the Kansas Board of Regents.

The program is also accredited by:

- National Automotive Technician Education Foundation  
13505 Dulles Technology Drive, Suite 2  
Herndon, VA 20171-3421  
703.713.0100

This program is affiliated with:

- Automotive Service Association Educational Member  
7510 N. Palmer Avenue  
Kansas City, MO 64158  
816.781.5801

# CARPENTRY

## Transportation and Construction Technologies

Admission Dates: Fall / Spring

### Career Description

Carpenters, the largest group of building trades workers, are employed at almost every level of construction activity, especially in the following areas:

#### Installation of exterior finished materials:

- Shingles • Siding • Windows • Exterior doors

#### Form work in concrete-style construction:

- Footing and wall forms • Slab on grade forms
- Piers and column forms • Stair forms

#### Wood superstructure in frame-style buildings:

- Joists • Flooring • Wall systems
- Rafters • Sheathing

#### Installation of interior finished surfaces:

- Drywall • Built-in cabinets and counter tops
- Setting of doors, windows, baseboards, closets

Specialization is more common in larger cities, while carpenters in smaller cities do all types of work. Some choose specific areas of construction, such as residential or commercial. Commercial construction can include building bridges and highways, or industrial maintenance in large buildings, factories and hotels. Other carpenters choose to be self-employed and/or employ small crews.

### Career Titles

- Carpenter (general)
- Finish carpenter
- Form carpenter
- Frame carpenter
- Estimator
- Inspector

### Program Features

This program provides students with skills and knowledge in residential construction materials, methods and procedures. This program includes classroom and lab instruction in safety, blueprint reading and sketching, building materials; construction tools, sites, footings and foundations; wall, floor, ceiling and roof framing principles and practices; installation of windows and doors, installation of interior and exterior trim work; and finishing, including drywall installation, taping, painting, staining and finishing; and the codes and regulations relating to residential construction.

### Program Outcomes

Upon successful program completion, students are able to:

1. Use hand and power tools of the carpentry trade in a safe and appropriate manner.
2. Identify and select appropriate materials for each phase of residential construction.
3. Identify and select appropriate fasteners for each carpentry task.
4. Use builder's level and other equipment to lay out a building.
5. Construct forms and use concrete for foundations and slabs.
6. Lay out and construct floor systems.
7. Lay out and construct wall systems.
8. Lay out and construct roof systems.

Technical Certificate (two semesters)		35 Credits
<b>Required Technical Courses</b>		
CCP 160	Fundamentals of Carpentry I	5.0
CCP 161	Fundamentals of Carpentry II +	5.0
CCP 162	Form Carpentry I	4.0
CCP 163	Form Carpentry II +	4.0
CCP 164	Frame Carpentry I	4.0
CCP 165	Frame Carpentry II +	4.0
CCP 166	Finish Carpentry I	1.5
CCP 167	Finish Carpentry II +	1.5
	Technical Academics *	6.0
<b>Technical Total</b>		<b>35.0</b>
* Technical Academics = Technical Communications, Technical Computer Applications and Technical Math I and II. Equivalent general education courses in English, math and computers may be taken in lieu of Technical Communications, Technical Math and Technical Computer Applications.		
+ Course has prerequisites – see Course Descriptions.		

9. Complete interior finish including drywall, trim and cabinets.
10. Complete exterior finish including siding and trim.
11. Estimate and order material for building.

### Accreditations and Affiliations

The Carpentry program is approved by the Kansas Board of Regents.

The program is also affiliated with:

- National Association of Home Builders  
1201 15<sup>th</sup> St. N.W.  
Washington, D.C. 20005-2800  
1.800.368.5242 or 202.266.8200
- Wichita Area Builders Association  
730 N. Main  
Wichita, KS 67203  
316.265.4226

## COMMERCIAL DRIVER EDUCATION

### Transportation and Construction Technologies

Admission Dates: Call for Dates

#### Career Description

Truck drivers play an integral role in the transportation of goods and merchandise all across the nation. Nearly everything purchased — from food, to clothes, to cars — is transported by truck at some time. Truck drivers can choose to be local or long-distance drivers. Local drivers generally provide services for a metropolitan area and its suburban areas. They are often assigned a regular route that allows them to be home in the evenings. Drivers on long-distance routes may transport goods across the country and even into Canada and Mexico. They can choose their own route and create their own schedule as long as the goods arrive on time at the desired destination. Truck drivers are also responsible for routine safety checks and some minor maintenance on their trucks.

#### Career Titles

- Service-bay technician
- Customer service technician
- Entry-level technician
- Medium/heavy truck technician
- Truck equipment technician

#### Program Features

The Commercial Driver Education program is designed to help students develop the skills necessary to obtain a CDL and secure employment in the trucking industry. The program is 240 hours long and includes:

- Classroom instruction — minimum 104 hours.
- BTW driving — minimum 44 hours — is at a 1:1 ratio on range and a 3:1 ratio on the road.
- Breaks — 15 minutes in the a.m., 15 minutes in the p.m., for a total of 15 hours.
- Lab, class or observation time — 240 hours.
- Simulators designed exclusively for trucks.
- Driving range to develop skills prior to on-the-road driving.
- Skid pan training.
- Back road, city, two- and four-lane highway driving.
- Fleet of different makes and types of tractors and trailers.
- Night driving.
- Third-party CDL testing.

#### Admission Requirements

In addition to the college's admissions policy, students must:

- Successfully complete preadmission testing.
- Be at least 18 years old.
- Hold a valid drivers license.
- Have a good driving record.
- Pass the DOT physical.
- Pass a drug and alcohol exam.

#### Prerequisites

- Students must attend an orientation two weeks prior to class start date (policies, CDL, drug testing).
  - Full payment of tuition or signed contract for funding is required two weeks prior to class start date.
- Instructional permit is to be obtained on student's own

Certificate of Completion		8 Credits
<b>Required Technical Courses</b>		
CDL 101	Commercial Driver Education	8.0
<b>Technical Total</b>		<b>8.0</b>
Certificate of Completion		4 Credits
<b>Required Technical Courses</b>		
CDL 102	Longer-Combination Vehicles * +	4.0
<b>Technical Total</b>		<b>4.0</b>
* Prerequisite: CDL 101 Commercial Driver Education or administrator approval.		
+ Course has prerequisites – see Course Descriptions.		

time prior to the fifth day of class. (CDL manual is issued at registration.)

#### Certifications

Upon satisfactory program completion, graduates receive a WATC Certification of Completion and are certified in the following:

- Basic Rescuer/CPR — American Red Cross
- Multimedia First Aid — American Red Cross
- Defensive Driving — National Safety Council
- Forklift Safety — National Safety Council

Students also take the Commercial Drivers License (CDL) test to receive the CDL Skills Certificate, which is then presented to the drivers license examiner, in addition to taking an eye examination, to receive the Kansas Class A CDL.

Graduates 18 to 20 years of age receive a restricted CDL, which allows them to drive only within the State of Kansas.

#### Program Outcomes

Upon successful program completion, students are able to:

1. Pass Kansas Class A CDL testing (written exams, vehicle inspection, basic skills and road test).
2. Understand and identify DOT Regulations and maintain legal logbook and check for violations.
3. Perform and pass vehicle inspection and know out-of-service criteria.
4. Perform preventive vehicle maintenance (change oil filter, lube tractor/trailer, perform brake adjustments and use fire extinguisher).
5. Achieve certifications in American Red Cross (First Aid, Adult and Infant/Child CPR), Defensive Driving and Forklift (loading/unloading).
6. Diagnose basic refrigeration problems, properly pre-trip the unit, start unit and properly adjust temperature controls and know the basic requirements for trailer security to maintain required temperatures (checking air-circulation and door seals).
7. Position emergency triangles, obey and interpret signs, signals and pavement markings.

*Commercial Driver Education continued on next page*

*Commercial Driver Education continued*

8. Perform pre- and post-driving procedures and maintain interior tidiness.
9. Hook and unhook tractor/trailer.
10. Operate 9-,10-,13- and 15-speed transmissions, turn tractor/trailer, know brake techniques and spatial awareness.
11. Perform street, interstate and emergency (range and skid pan) driving.
12. Back tractor/trailer.
13. Driver performance in simulator classroom with driver reactions analyzer (brake response, signs/symbols and threat recognition).
14. Display the following personal characteristics: professional attitude, demonstrate self-control, minimize driving risks, follow instructions, obey traffic laws and drive courteously.
15. Demonstrate time management; manage resources; participate as a team member; utilize the following workplace skills: listening, speaking, problem-solving, decision-making, creative thinking; demonstrate work ethics including integrity and honesty; exhibit self-esteem; and demonstrate self-management.
16. Meet Professional Truck Driving Institute (PTDI) skill standards and certification standards and requirements for entry-level tractor-trailer driver courses.

**Accreditations and Affiliations**

The Commercial Driver Education program is approved by the Kansas Board of Regents.

CDL 101 Commercial Driver Education is certified by the Professional Truck Driver Institute, which certifies that industry standards are met.

- Professional Truck Drivers Institute  
555 E. Braddock Road  
Alexandria, VA 22314  
703.647.7015

The program is also affiliated with:

- American Red Cross  
707 N. Main  
Wichita, KS 67203  
316.265.6601
- Kansas Department of Motor Vehicles  
Commercial Drivers License Division  
1821 W. 21st St. N.  
Wichita, KS 67204  
316.821.9920
- Kansas Motor Carriers Association  
P.O. Box 1673  
Topeka, KS 66601  
785.267.1641
- National Association of Publicly Funded  
Truck Driving Schools  
John Wood Community College  
1301 S. 48<sup>th</sup> St.  
Quincy, IL 62305-8736  
217.224.5362

- National Safety Council  
Kansas-Missouri Division  
5829 Troost Avenue  
Kansas City, MO 64110  
816.842.5223
- Technology Maintenance Council  
A Division of American Truckers Association  
2200 Mill Road  
Alexandria, VA 22314-4677  
703.838.1763

**Longer-Combination Vehicles**

The Federal Motor Carrier Safety Administration (FMCSA) issued a final rule in the March 30, 2004, Federal Register that established standards for minimum training requirements for the operators of longer-combination vehicles (LCVs). This additional training is in compliance with the FMCSA ruling.

This is a complete instructional program for novice longer-combination vehicle drivers. It aids drivers and companies in providing all the competencies required to operate twin- and triple-trailer vehicles.

**Short Courses**

The following courses are open to the general public. Students do not have to be attending the Commercial Driver Education program to register in these courses. Except for the Forklift Safety course, students do not have to be 18 years old to register.

**Defensive Driving and Forklift Safety****Length: 8 clock hours each**

The National Safety Council's eight-hour Defensive Driving and Forklift Safety courses are offered at numerous times during the year. These eight-hour courses meet or exceed insurance companies' and OSHA requirements for defensive driving and forklift courses.

**Adult CPR/First Aid, Infant Child****Length: 8 clock hours**

This course is conducted by the American Red Cross. Students learn first aid and lifesaving skills needed to assist others in emergencies.

**Customized Training**

Customized training is available in:

- Class B Truck CDL
- Class A, B or C Bus CDL
- Simulation
- Threat Recognition
- Pre-Employment Road Test

# DIESEL TECHNOLOGY

## Transportation and Construction Technologies

Admission Dates: Fall / Spring / Summer

### Career Description

According to the Occupational Outlook Handbook, 2002–2003 edition, approximately 270,000 diesel technicians were employed in the U.S. Nearly 25 percent serviced trucks and other diesel-powered equipment for vehicle and equipment dealers, leasing companies or independent automotive repair shops. Over 20 percent maintained the buses and trucks of bus lines, public transit companies, school systems or federal, state and local governments. The remaining technicians maintained the fleets of trucks and other equipment for agriculture, manufacturing, construction or other companies. A relatively small number were self-employed. Nearly every section of the country employs diesel technicians, though most work in towns and cities where trucking companies, bus lines and other fleet owners have large operations.

### Career Titles

- Service-bay technician
- Customer service technician
- Entry-level technician
- Medium/heavy truck technician
- Truck equipment technician

### Program Features

This program allows students to gain the skill and knowledge to diagnose, repair and service various types of diesel-powered equipment. Students will diagnose performance complaints, disassemble engines and examine, recondition and/or replace parts; they will repair and adjust fuel injection systems, oil and water pumps, alternators, governors, auxiliary power units, controls and transmissions. Students are taught to use technical manuals in conjunction with sophisticated electronic testing and diagnostic equipment. The proper use of hand and power tools is emphasized.

### Program Outcomes

Upon successful program completion, students are able to:

1. Diagnose and repair electrical systems.
2. Diagnose and repair electronic systems.
3. Diagnose and repair engine performance components.
4. Diagnose and repair fuel system components.
5. Diagnose and repair drive-train and final-drive systems.
6. Diagnose and repair air and hydraulic brake systems.
7. Diagnose and repair steering and suspension systems.
8. Diagnose and repair heating and air-conditioning systems.
9. Schedule and perform routine maintenance.

Technical Certificate (three semesters)		36 Credits
<b>Required Technical Courses</b>		
TDT 143	Diesel Electrical and Electronic Systems I	4.0
TDT 144	Diesel Electrical and Electronic Systems II +	4.0
TDT 145	Diesel Engines I	3.0
TDT 146	Diesel Engines II +	4.5
TDT 147	Diesel Drive Train	3.5
TDT 148	Diesel Preventive Maintenance	3.5
TDT 149	Diesel Brakes	4.5
TDT 151	Diesel Steering and Suspension	3.0
	Technical Academics *	6.0
<b>Technical Total</b>		<b>36.0</b>
* Technical Academics = Technical Communications, Technical Computer Applications and Technical Math I and II. Equivalent general education courses in English, math and computers may be taken in lieu of Technical Communications, Technical Math and Technical Computer Applications.		
+ Course has prerequisites – see Course Descriptions.		

### Accreditations/Affiliations

The Diesel Technology program is approved by the Kansas Board of Regents.

WATC is an approved testing site for:

- National Institute for Automotive Service Excellence  
101 Blue Seal Drive, S.E, Suite 101  
Leesburg, VA 20175  
703.669.6600 or 1.877.ASE.TECH  
www.asecert.org
- Technology and Maintenance Council  
2200 Mill Road  
Alexandria, VA 22314-5388  
703.838.1763



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# **Course Descriptions**

# Course Descriptions

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# Academic Success and Computer Education

## Academic Success

**ALH 110 Jumpstart for Health Care** 1.0 Cr Hrs  
Designed to give students registered in the Medical Assistant, Practical Nurse and Surgical Technology programs the groundwork necessary to be successful. Topics include an overview of body systems and a preview of medical terminology. (15 clock hours)

**ALH 120 Medical Mathematics** 1.0 Cr Hrs  
A clear and consistent step-by-step approach to the calculation of drug dosages for easy comprehension. Content includes a complete review of math, systems of measurements and methods of calculation, such as ratio and proportion, formula and dimensional analysis — the most common methods used in clinical practice. (15 clock hours)

**ASC 001 Self-Paced Math** 0.0 Cr Hrs  
Designed for students who can work independently without the necessity of regularly scheduled lectures. Students select their focus topics and learn at their own pace. Students meet with instructor for an orientation session and register in the PassKey computer-assisted learning program. PassKey lessons are accessible online through lab computers. Lessons are also accessible from Internet-connected computers outside the lab, such as the student's home computer. Students are required to be present in the lab for a *minimum* of 12 hours over the course of the semester. Graded Satisfactory/Unsatisfactory. (12 clock hours)

**ASC 002 Self-Paced Writing** 0.0 Cr Hrs  
Provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Students are required to be present in the lab for a *minimum* of 12 hours over the course of the semester. Graded Satisfactory/Unsatisfactory. (12 clock hours)

**ASC 003 Self-Paced Reading** 0.0 Cr Hrs  
Designed for students who can work independently without the necessity of regularly scheduled lectures. Students select their focus topics and learn at their own pace. Students are required to be present in the lab for a *minimum* of 12 hours over the course of the semester. Graded Satisfactory/Unsatisfactory. (12 clock hours)

**ASC 004 Self-Paced Keyboarding** 0.0 Cr Hrs  
Designed for those looking to brush-up their keyboarding skills. Students who wish to build keyboarding confidence and proficiency before taking a computer class or who need some additional support with keyboarding may choose this self-paced format. Graded Satisfactory/Unsatisfactory. (12 clock hours)

**ASC 006 Self-Paced WorkKeys® Test Preparation** 0.0 Cr Hrs  
Designed for those who have math, reading and writing skills, but would like to practice before taking a placement test or designed for those who have taken either the ACT™ WorkKeys® Applied Math or the Reading for Information placement tests, but are one level away from being admitted into a program. Students may combine this course with other Self-Paced Placement Test Preparation courses if necessary. Graded Satisfactory/Unsatisfactory (6 clock hours)

**ASC 007 Self-Paced COMPASS™ Test Preparation** 0.0 Cr Hrs  
Designed for those who have math, reading and writing skills, but would like to practice before taking the COMPASS placement test. Students may repeat this course if necessary. Graded Satisfactory/Unsatisfactory. (12 clock hours)

**ASC 008 Self-Paced TEAS® Test Preparation** 0.0 Cr Hrs  
Designed for those who have math, reading and writing skills, but who would like to *quickly* practice before taking a placement test. Students may repeat this course if necessary. Graded Satisfactory/Unsatisfactory. (6 clock hours)

**ASC 012 Elementary Algebra** 0.0 Cr Hrs  
An introduction to algebraic reasoning and computation. Course goal is to develop essential problem-solving skills through a thorough groundwork in math and attention to detail and accuracy. Computation is both manual and scientific-calculator assisted. Students evaluate arithmetic and algebraic expressions, including those that involve absolute value, polynomials, exponents, radicals, scientific notation and rational expressions; solve and graph linear equations and linear inequalities; solve quadratic equations by factoring and by the quadratic formula; and develop and solve mathematical models including number, geometry and percent applications. These skills are fundamental in solving industrial applications, including dimensioning, dosage calculations and formulas. **Students are required to bring a TI-30X II S calculator.** Graded. (45 clock hours) *Prerequisites: APA 150 Technical Math 1 and APA 155 Technical Math 2, or equivalent, or an appropriate placement exam score or instructor consent.*

**ASC 020 Fundamentals of Writing** 0.0 Cr Hrs  
Teaches students how to pre-write ideas prior to completing a writing task; to use concrete, specific details to support general statements; to use correct grammar, punctuation and sentence structure; and to write clear, well-organized, well-supported paragraphs. Course covers narrow to broad topics and topics that are suitable for various types of writing and introduces drafting and editing short papers on the computer. Graded. (20 clock hours)

**ASC 030 Reading and Spelling Improvement** 0.0 Cr Hrs  
For those who want to improve their reading and spelling skills. Students learn the sounds of all vowel and consonant combinations; how to break words into sounds and blend them back together; the six syllable types; how to divide long words into syllables; and the most common spelling patterns and strategies for learning how to spell frequently misspelled words. This course is valuable for students who want to continue their education, read to their children or read and spell better in the workplace. Reading assessments are given during the first class meeting so appropriate instruction can be provided. Graded Satisfactory/Unsatisfactory. (minimum 20 clock hours)

## Computer Education

**CED 100 Introduction to Windows XP** 1.0 Cr Hr  
Students learn Windows XP basic skills, including working with the Windows programs of WordPad and Paint, managing files and folders, customizing Windows using the Control Panel, maintaining the computer and exploring the Internet with Microsoft Internet Explorer. (15 clock hours)

**CED 200 Introduction to MS Office** 1.0 Cr Hr  
Provides a basic understanding of computer terminology and software concepts for the student who has little or no previous computer experience. Students are exposed to Windows, word processing, spreadsheets and database systems. (15 clock hours) *Prerequisite: Typing speed of 20 wpm, or instructor consent.*

**CED 206 MS Excel** 1.0 Cr Hr  
Simple workbooks and worksheets are created in Excel. Students also create basic formulas, use some of the more common functions and learn some formatting techniques to produce professional-looking documents. (15 clock hours) *Prerequisite: CED 200 Introduction to MS Office or equivalent, or instructor consent.*

**CED 208 MS Office Level 2** 1.0 Cr Hr  
Continuation of CED 200 Introduction to MS Office. Students gain a better understanding of working with word processing documents, spreadsheets and databases and receive an overview of creating presentations. (15 clock hours) *Prerequisite: CED 200 Introduction to MS Office or equivalent, or instructor consent.*

**CED 209 Basic Internet** 1.0 Cr Hr  
Explores different Internet search-engine tools and basic Internet usage to familiarize students with using the World Wide Web. Topics include how to use search engines; organize Internet bookmarks; and set security and privacy settings. (15 clock hours)

**CED 210 Internet Researching** 1.0 Cr Hr  
Focuses on Internet research as a tool in the writing process, including technical writing, research papers, composition and English essays. Students explore various Internet research tools and library resources that are available to help answer questions about the research and writing process. (15 clock hours) *Prerequisite CED 209 Basic Internet, or instructor consent.*

**CED 211 MS Access** 1.0 Cr Hr  
Explores planning relational databases, uses the tools in Access to create and format tables, creates forms for efficient data entry, uses the query tools to effectively sort and filter data and creates professional looking reports using the tables and queries. (15 clock hours) *Prerequisite: CED 200 Introduction to MS Office or equivalent, or instructor consent.*

**CED 216 MS Excel Level 2** 1.0 Cr Hr  
Teaches students how to create simple workbooks, worksheets and basic formulas, use some of the more common functions and learn some formatting techniques to produce professional-looking documents. (15 clock hours) *Prerequisite: CED 206 MS Excel or equivalent, or instructor consent.*

**CED 218 MS Word** 1.0 Cr Hr  
Documents are created in Word using the various document wizards. Students learn various formatting techniques, how to set different types of tabs, how to proof a document by checking spelling and grammar, how to set up headers and footers and how to insert graphics. (15 clock hours) *Prerequisite: CED 200 Introduction to MS Office or equivalent, or instructor consent.*

**CED 219 MS Access Level 2** 1.0 Cr Hr  
Teaches students how to work with multiple tables, create custom forms and reports and use Macros and switchboards. (15 clock hours) *Prerequisite: CED 211 MS Access or equivalent.*

**CED 222 MS PowerPoint** 1.0 Cr Hr  
Teaches students how to create PowerPoint presentations from templates, use drawing tools, incorporate clip art and WordArt, create and enhance organization charts and create and edit charts. (15 clock hours) *Prerequisite: CED 200 Introduction to MS Office.*

**CED 228 MS Word Level 2** 1.0 Cr Hr  
Teaches students how to use the more advanced features in Word, such as WordArt, styles, hyphenation and justification, text boxes, advanced formatting techniques, templates, tables, charts, diagrams, forms, and text animation and how to track changes, mail merge and print tables and envelopes. (15 clock hours) *Prerequisite: CED 218 MS Word or equivalent.*

## General Education

**ENG 101 English Composition I 3.0 Cr Hrs**  
 Focuses on writing nonfiction prose that helps prepare students for future writing assignments in other college classes. Students participate in all phases of the writing process: discovering ideas, critical reading, analyzing essays, gathering information, planning and organizing, drafting, revising and editing. Descriptive, narrative, comparison/contrast, cause/effect, personal experience and basic research essays are addressed. (45 clock hours)  
*Prerequisite: Placement score, or ASC 020 Fundamentals of Writing with a grade of C or better.*

**MTH 101 Intermediate Algebra 3.0 Cr Hrs**  
 Students learn how to interpret mathematical symbols and notations, simplify expressions, factor polynomials, solve equations (including absolute value, quadratic and rational equations), perform operations on radical expressions, write equations of lines and evaluate functions. Students begin to conceptualize abstract ideas. (45 clock hours) *Prerequisite: Placement score or ASC 012 Elementary Algebra with a grade of C or better.*

**MTH 112 College Algebra 3.0 Cr Hrs**  
 Successful students learn how to interpret mathematical symbols and notations, simplify expressions, factor polynomials, solve equations (including absolute value, quadratic and systems of linear equations), perform operations on radical expressions, write equations of lines and evaluate functions. Successful students begin to conceptualize abstract ideas. (45 clock hours) *Prerequisite: Placement score or MTH 101 Intermediate Algebra with a grade of C or better.*

**MTH 113 Trigonometry 3.0 Cr Hrs**  
 Covers trigonometric functions and graphs. Emphasis is on understanding function notation, definitions, algebraic relations, real-world applications, graphing in the real and complex plane, inverse functions, polar functions and vectors. (45 clock hours)

**PSY 101 General Psychology 3.0 Cr Hrs**  
 Explores the principal proponents of psychological theories by using accepted methods of scientific inquiry. Topics include behavior, learning theories, cognitive processes, intelligence, sensation, motivation, maturation, personality, psychological disorders and their treatments/therapies. (45 clock hours)

**PSY 220 Developmental Psychology 3.0 Cr Hrs**  
 Covers growth and development from infancy through the elderly adult. Includes normal personality and social development according to various theorists. (45 clock hours)  
*Prerequisite: PSY 101 General Psychology with a C or better.*

**SOC 101 Introduction to Sociology 3.0 Cr Hrs**  
 Introduces students to the science of society and its approach to human social life. Students learn how sociologists conduct research and the basic concepts and theories they use to explain the social world. (45 clock hours)

**SPH 101 Introduction to Public Speaking 3.0 Cr Hrs**  
 Fundamental speech course enables students to deliver a variety of speeches, including informative, impromptu, persuasive, motivational and instructional methods. (45 clock hours)

**SPH 111 Interpersonal Communication 3.0 Cr Hrs**  
 Students examine basic verbal and nonverbal elements effecting communication between individuals in families, peer groups, and work contexts. Topics include an introduction to interpersonal communication theories, communication styles, effective listening skills, cultural/gender differences, relationship development and conflict management. (45 clock hours)

## Health Sciences

### Allied Health

#### ALH 001 CPR for Healthcare Providers 0.0 Cr Hr

Prepares healthcare providers to perform basic life support following American Heart Association guidelines. Specific skills presented include one- and two-rescuer CPR for adults, children and infants, Cricoid pressure, barrier devices, advanced airway and bag-valve-mask ventilation, relief of choking, and Automated External Defibrillator. Instruction also includes hands-on manikin practice and written testing. (8 clock hours)

#### ALH 002 Certified Nurse Aide Update 0.0 Cr Hr

Provides continuing education required every two years by the Kansas Department of Health and Environment (KDHE) for renewal of the certified nurse aide (CNA) certificate when person is not gainfully employed as a CNA. (12 clock hours) *Prerequisite: GRA 101 Certified Nurse Aide.*

#### ALH 003 ServSafe 1.0 Cr Hr

A nationally recognized course for food service employees or management. Presents the fundamental concepts of food safety and applies these concepts to the operation of a food service operation. Course is updated with the changes in the FDA Model Food Code. Hazard Analysis Critical Control Point (HACCP) principles are included in the course. (16 clock hours)

#### ALH 110 Jump-Start for Health Care 1.0 Cr Hrs

Designed to give students registered in the Medical Assistant, Practical Nurse and Surgical Technology programs the groundwork necessary to be successful. Topics include an overview of body systems and a preview of medical terminology. (15 clock hours)

#### ALH 120 Medical Mathematics 1.0 Cr Hrs

A clear and consistent step-by-step approach to the calculation of drug dosages for easy comprehension. Content includes a complete review of math, systems of measurements and methods of calculation, such as ratio and proportion, formula and dimensional analysis — the most common methods used in clinical practice. (15 clock hours)

#### ALH 126 Basic EKG Interpretation 2.0 Cr Hrs

Reviews heart structure and functions along with the electrical impulses that cause heart rhythms. Includes extensive study of the relationship between electrical impulses, heart contractions and tracings on the EKG. Includes didactic and hands-on practices. (45 clock hours)

#### ALH 150 Assisted Living Operator Training 2.0 Cr Hr

Approved by the Kansas Department of Health and Environment as meeting the requirement that operators of assisted living facilities, residential care facilities, home plus and adult day care facilities complete a course on principles of assisted living. In Kansas, operators must be 21 years of age and have a high school diploma or equivalent. (30 clock hours)

#### ALH 160 IV Therapy for LPNs 3.0 Cr Hrs

Prepares LPNs to perform activities as defined in KAR 60-16-102 (b). Presents knowledge, skills and competencies in administration of IV fluid therapy. Approved by the Kansas State Board of Nursing. (52 clock hours) *Prerequisite: LPN with proof of license. Contact practical nurse department chair for additional information.*

### Certified Nurse Aide / Related Courses

#### ALH 002 Certified Nurse Aide Update 0.0 Cr Hr

Provides the continuing education required every two years by the Kansas Department of Health and Environment (KDHE) for renewal of the certified nurse aide (CNA) certificate when CNA is not gainfully employed. (12 contact hours) *Prerequisite: GRA 101 Certified Nurse Aide.*

#### GRA 019 Medication Aide Update 0.0 Cr Hr

Provides the continuing education required every two years by the Kansas Department of Health and Environment for renewal of the medication aide certificate. (12 contact hours) *Prerequisites: GRA 101 Certified Nurse Aide and GRA 119 Medication Aide.*

#### GRA 101 Certified Nurse Aide 5.0 Cr Hrs

Prepares students to be caregivers in nursing homes while working under the supervision of licensed nurses. Includes classroom instruction, laboratory and clinical experience. Program meets Kansas State Department of Health and Environment guidelines. Graduates may take the state examination to become a certified nurse aide (CNA). (102 clock hours)

#### GRA 104 Home Health Aide 2.0 Cr Hrs

Prepares the certified nurse aide (CNA) to care for clients in community and home settings. Graduates may take the Kansas certification examination to become a home health aide (HHA). (30 clock hours) *Prerequisite: GRA 101 Certified Nurse Aide or Kansas Certified Nurse Aide certification.*

#### GRA 108 Rehabilitation Aide 2.0 Cr Hrs

Provides the certified nurse aide (CNA) additional training to assist physical and occupational therapists in long-term care settings. (45 clock hours) *Prerequisite: GRA 101 Certified Nurse Aide or Kansas Certified Nurse Aide certification.*

#### GRA 110 Social Services Designee 2.0 Cr Hrs

Teaches how to assist a licensed social worker in a long-term care facility. Responsibilities include orientation of the resident and family to the facility, participation in care planning and maintenance of accurate records. (45 clock hours) *Prerequisite: Kansas Certified Nurse Aide certification or department approval.*

#### GRA 113 Activity Director 2.0 Cr Hrs

Teaches how to plan and implement a comprehensive activity program in a long-term care setting based on the physical and psychosocial needs of the resident. (45 clock hours) *Prerequisite: Kansas Certified Nurse Aide certification or department approval.*

#### GRA 116 Activity Director/Social Services Designee 3.0 Cr Hrs

*Activity director:* Teaches certified nurse aides (CNA) in long-term care settings how to plan and implement a comprehensive activity program based on the physical and psychosocial needs of residents.

**Social service designee:** Teaches CNAs how to assist licensed social workers in long-term care facilities. Responsibilities include orientation of residents and families to the facility, participation in care planning and maintenance of accurate records. (60 clock hours) *Prerequisite:* GRA 101 Certified Nurse Aide or Kansas Certified Nurse Aide certification or department approval.

**GRA 119 Medication Aide 5.0 Cr Hrs**  
Focuses on the knowledge and skills needed for safe medication administration in long-term care facilities. Graduates are eligible to take the Kansas certification examination to become Certified Medication Aides (CMAs). (90 clock hours) *Prerequisite:* GRA 101 Certified Nurse Aide or Kansas Certified Nurse Aide certification.

## Dental Assistant

**DAS 020 Theoretical Application of Nitrous Oxide 0.0 Cr Hr**  
One-day course designed to prepare dental assistants to safely administer and monitor nitrous oxide/oxygen inhalation sedation. (6 clock hours) *Prerequisite:* Must be a current WATC dental assistant student or graduate of a formal dental assistant education program or have two years work experience as a dental assistant and current CPR certification.

**DAS 102 Fundamentals in Dental Assisting 3.0 Cr Hrs**  
Introduces the profession of dental assisting, which includes educational requirements, functions and credentials of dental health team members, ethics and legal aspects of dentistry, dental terminology, basic dental business office skills and communication skills. Students participate in Health Occupations Students of America (HOSA), a health student organization. (60 clock hours) *Prerequisite:* Admission to Dental Assistant program.

**DAS 107 Anatomy for Dental Assistants 3.0 Cr Hrs**  
Covers basic structures and functions of human body systems with emphasis on the head and neck. The primary and permanent teeth are studied in detail with respect to macroscopic anatomy, development, eruption, positional and occlusal relationships. Includes tooth drawing and placement of restorations in manikin teeth. (60 clock hours) *Prerequisite:* Admission to Dental Assistant program.

**DAS 108 Dental Health Education 2.0 Cr Hrs**  
Covers basic study of nutrition and diet and relationship to oral health with emphasis on dental health education, the philosophy of preventive dentistry and personal oral hygiene. (45 clock hours) *Prerequisites:* Admission to Dental Assistant program and concurrent registration in DAS 112 Dental Materials I and DAS 115 Chairside Assisting I.

**DAS 112 Dental Materials I 4.0 Cr Hrs**  
Covers identification and laboratory practice with impression materials, dental cements, gypsum products, waxes, resins and restorative materials. Includes principles of aseptic technique and safety. Diagnostic models, custom trays and temporary crowns are fabricated. (90 clock hours) *Prerequisites:* Completion or concurrent registration in DAS 102 Fundamentals in Dental Assisting, DAS 107 Anatomy for Dental Assistants and DAS 115 Chairside Assisting I.

**DAS 115 Chairside Assisting I 6.0 Cr Hrs**  
Introduces dental equipment, instruments and basic duties and responsibilities of the chairside assistant and includes classroom and simulated laboratory experiences. Principles of microbiology, disease transmission, standard precautions and infection control techniques are presented. (120 clock hours) *Prerequisites:* Completion or concurrent registration in DAS 102 Fundamentals in Dental Assisting, DAS 107 Anatomy for Dental Assistants and DAS 112 Dental Materials I.

**DAS 118 Dental Radiology I 2.0 Cr Hrs**  
Covers principles of diagnostic radiology, equipment, protective measures and regulations. Instruction and laboratory practice include exposure, processing, mounting and evaluation of dental films using Dxttr manikin. (45 clock hours) *Prerequisites:* Completion or concurrent registration in DAS 107 Anatomy for Dental Assisting and DAS 115 Chairside Assisting I.

**DAS 125 Dental Science 2.0 Cr Hrs**  
Prepares students to recognize common medical and dental emergencies, including taking and recording vital signs and patient medical histories, first aid and CPR. Includes the study of disease processes, especially those involving the oral cavity. Pharmacology for the dental assistant is also included. (45 clock hours) *Prerequisites:* DAS 107 Anatomy for Dental Assistants, DAS 115 Chairside Assisting I and DAS 118 Dental Radiology I.

**DAS 132 Dental Materials II 2.0 Cr Hrs**  
Continuation of DAS 112 Dental Materials I. Includes fabrication of dies, articulated models, wax carvings, cast crowns, baseplates, bite rims, orthodontic retainer, bleaching trays and preparing cases for the commercial laboratory. (45 clock hours) *Prerequisite:* DAS 112 Dental Materials I and concurrent registration in DAS 135 Chairside Assisting II.

**DAS 135 Chairside Assisting II 2.0 Cr Hr**  
Continuation of DAS 115 Chairside Assisting I. Includes dental specialty areas of oral and maxillofacial surgery, endodontics, periodontics, removable prosthodontics, orthodontics and pediatric dentistry. Presents instruments, materials and the dental assistant's role in these areas. (37.5 clock hours) *Prerequisites:* DAS 115 Chairside Assisting I and concurrent registration in DAS 132 Dental Materials II.

**DAS 138 Dental Radiology II 2.0 Cr Hrs**  
Continuation of DAS 118 Dental Radiology I with more extensive experience in exposing, processing and mounting intraoral x-ray films using the Dxttr manikin and patients. Radiographic safety and infection control procedures are emphasized. (52.5 clock hours) *Prerequisite:* DAS 118 Dental Radiology I.

**DAS 142 Dental Office Procedures 2.0 Cr Hrs**  
Includes procedures utilized in the dental business office: charting; recording services rendered; appointment control and recall; supplies and inventory; recording fees charged and paid; collections; dental insurance; and computer applications used in the dental office. (45 clock hours) *Prerequisites:* DAS 102 Fundamentals in Dental Assisting and concurrent registration in DAS 135 Chairside Assisting II.

**DAS 144 Clinical Experience 8.0 Cr Hrs**  
Applies the principles and procedures studied in academic courses while students participate in supervised, non-remunerative experiences at general and specialty dental offices and clinics. (360 clock hours) *Prerequisite: Concurrent registration in all second semester courses.*

**DAS 210 Expanded Fundamentals in Dental Assisting 4.0 Cr Hrs**  
Experienced dental assistants enhance their skills and knowledge beyond those obtained in the Dental Assistant core curriculum. Curriculum meets the current needs of the dental community. (90 clock hours) *Prerequisite: Must be a graduate of an ADA accredited dental program or CDA and three years employment as a Dental Assistant within the last five years or have departmental consent.*

**DAS 214 Supragingival Scaling for the Dental Assistant 4.0 Cr Hrs**  
For experienced dental assistants to expand their skills in preventive dentistry with didactic, laboratory and clinical instructions in supragingival scaling and polishing. (90 clock hours) *Prerequisite: Must be a graduate of an ADA accredited Dental Assistant program and CDA and have a minimum six months experience as a dental assistant, or three years employment as a dental assistant within the last five years or departmental consent.*

## Dietary Manager

**ALH 003 ServSafe 4.0 Cr Hr**  
A nationally recognized course for food-service employees or management. Presents the fundamental concepts of food safety and applies these concepts to the operation of a food-service operation. Course is updated with the changes in the FDA Model Food Code. Hazard Analysis Critical Control Point (HACCP) principles are included in the course. (16 clock hours)

**DME 120 Certified Dietary Manager Exam Review 1.0 Cr Hr**  
Prepares students who have completed an accredited dietary manager program to take the exam to qualify for certification as a dietary manager. Reviews food production and service, nutritional care, sanitation and food-service management principles. (15 clock hours) *Prerequisite: Completion of an accredited dietary manager program.*

**DME 130 Computer Applications in Dietetics 1.0 Cr Hr**  
Teaches basic word processing, spreadsheets and database management. Explores the potential of the computer as a tool in food-service management and nutritional care and includes an introduction to the Internet as a resource for managers. (23 clock hours)

**DME 141 Sanitation and Safety 2.0 Cr Hrs**  
Describes the food-service manager's responsibilities for maintaining food safety including regulations, inspections and crisis management. Teaches food code requirements, techniques for safe handling of food and the HACCP food safety system. (32 clock hours) *Prerequisite: Concurrent employment in institutional food service.*

**DME 157 Nutrition Management 5.0 Cr Hrs**  
Studies the principles of basic nutrition and diet therapy including nutrition screening and modified diets; the care planning process; responsibilities of various health-care providers on the care team; evaluation of care given; and practices medical terminology and documentation. (120 clock hours) *Prerequisite: Concurrent employment in institutional food service.*

**DME 158 Managing Food Service Operations 5.0 Cr Hrs**  
Introduces students to organization and management including personnel, financial and time-management skills. Covers the principles of quantity food production and delivery, menu planning, purchasing and inventory control and basic skills for managing budgets. (120 clock hours) *Prerequisite: Concurrent employment in institutional food service.*

## Health Care

*Pending Kansas Board of Regents and Council on Occupational Education approval.*

**HHS 210 Health Care Practice Management 4.0 Cr Hrs**  
Examines organizational principles and practices in the management of health service organizations and includes an overall perspective on the study of health services organizations: the managerial role – motivation, leadership, conflict management and negotiation; job analysis and work design, coordination and communication; managing power and political processes; organizational design and performance; strategic alliances, innovation and change; and future issues and challenges. *Prerequisite: Graduate of an accredited Dental Assistant, Medical Assistant or Surgical Technology program.*

**HHS 212 Legal and Ethical Issues in Health Care 4.0 Cr Hrs**  
Explores the legal, ethical and political issues related to health-care workers. Topics studied are medical practice, sources of law and governmental organizations, state practice acts, implementing change, professional organizations, patient records, business structure of the health-care practice, government regulations, employment law and professional ethics. Includes introduction to and application of research methods and quality assurance policies and procedures. *Prerequisite: Graduate of an accredited Dental Assistant, Medical Assistant or Surgical Technology program.*

**HHS 214 Seminar in Health Sciences 2.0 Cr Hrs**  
Students develop a self-study plan to review and enhance clinical skills or to investigate a concept related to their respective professional area. *Prerequisite: Graduate of an accredited Dental Assistant, Medical Assistant or Surgical Technology program.*

**DAS 210 Expanded Fundamentals in Dental Assisting 4.0 Cr Hrs**  
Provides a review of dental anatomy and terminology, cavity classifications, charting, temporary and restorative dental materials, matrices and dental dam, and principles of instrumentation. Lab experiences include placing and carving amalgams, placing and finishing composite and glass ionomer restorations, fabrication of provisional coverages, sealants, denture repair and using the intraoral camera. Learning experiences are designed in accordance with the Kansas State Dental Practice Act as defined by the Kansas Dental Board. *Prerequisite: Graduate of an accredited Dental Assistant program.*

**DAS 214 Supragingival Scaling for the Dental Assistant 4.0 Cr Hrs**

Includes review of dental anatomy and terminology, radiography and infection control and didactic instruction in nutrition, periodontal disease, dental caries, oral hygiene instruction, topical fluoride, principles of instrumentation, communication skills and risk management. Lab and clinical experiences provide instruction and practice of coronal polishing, supragingival scaling, fluoride treatment, charting, patient instruction and instrument use and sharpening. These activities are designed in accordance with the Kansas State Dental Practice Act as defined by the Kansas Dental Board. *Prerequisite: Graduate of an accredited Dental Assistant program.*

**MEA 210 Advanced Procedures in Medical Assisting 4.0 Cr Hrs**

Provides Medical Assistant graduates opportunities to expand current knowledge and expertise in specialized testing areas and in assisting with the performance of more complex clinical duties. *Prerequisite: Graduate of an accredited Medical Assistant program.*

**SGT 235 Specialty Surgical Practice 4.0 Cr Hrs**

Provides Surgical Technology graduates opportunities to expand current knowledge and expertise in specialized surgical areas and in assisting with the performance of more complex surgical duties. Covers transplant, trauma, ophthalmology, cardiac, orthopedic, plastic, and neurological surgeries. Students select two specialty areas. During the course, students are expected to apply and build on previous surgical knowledge and experiences. *Prerequisite: Graduate of an accredited Surgical Technology program.*

## Medical Assistant

**MEA 101 Professional Issues \* 2.0 Cr Hrs**

Focuses on the basic concepts in the professional practice of medicine and the role and function of the medical assistant. Students discuss personal and professional characteristics and legal and ethical standards for medical assistants; explores professional and personal therapeutic communications; and addresses time management and goal setting. (30 clock hours) *Prerequisite: Admission to Medical Assistant program.*

**MEA 103 Medical Terminology \* 2.0 Cr Hr**

Focuses on introduction to medical terminology. Vocabulary is explored to structure of words, prefixes, suffixes and root words. Emphasis is on proper usage, pronunciation, spelling and definition of each of the structures commonly used in the medical field. (30 clock hours)

**MEA 110 Human Body 5.0 Cr Hrs**

Discusses 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. Includes lecture and laboratory work. (90 clock hours)

**MEA 111 Patient Care I 5.0 Cr Hrs**

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. (120 clock hours) *Prerequisite: Admission to Medical Assistant program and completion or concurrent registration in MEA 110 Human Body or Anatomy and Physiology with a lab component.*

**MEA 113 Administrative Aspects I \* 3.0 Cr Hrs**

Contains the administrative skills of the health-care team member. Skills include effective telephone techniques, scheduling patients for appointments, management of facilities, record management and use of office equipment. (75 clock hours) *Prerequisite: Admission to Medical Assistant program and documentation showing completion of a college-level computer course within the last five years.*

**MEA 115 Insurance Billing and Coding \* 3.0 Cr Hrs**

Educates the health-care team member on the mechanics of submission of electronic/paper insurance claim forms and current industry coding for medical office treatments and procedures. (60 clock hours) *Prerequisites: Admission to Medical Assistant program and completion or concurrent registration in MEA 113 Administrative Aspects for Medical Assisting I.*

**MEA 117 Pharmacology \* 5.0 Cr Hrs**

Focuses on the medical assistant's role in the calculation, preparation and administration of various medications. Studies administration of topical, oral and buccal medications; return demonstrations are required. (105 clock hours) *Prerequisites: Admission to Medical Assistant program and completion or concurrent registration in MEA 111 Patient Care I.*

**MEA 120 Diagnostic Procedures 2.0 Cr Hrs**

Focuses on the specialized procedures associated with the human body. Students perform pulmonary function testing, electrocardiograms and learn basic EKG interpretation. (45 clock hours) *Prerequisite: Successful completion of all Medical Assistant program first-semester coursework and competencies.*

**MEA 121 Patient Care II 5.0 Cr Hrs**

Focuses on expanding the knowledge gained in MEA 111 Patient Care I and MEA 117 Pharmacology for Medical Assistants. Explores more complex and independent procedures performed by medical assistants. Minor surgical procedures, physical therapy, sterile procedures, emergency procedures and medication administration by injection and intravenous are addressed. Return demonstration and competency are required. (120 clock hours) *Prerequisite: Successful completion of all Medical Assistant program first-semester coursework and competencies.*

**MEA 123 Administrative Aspects II 1.0 Cr Hr**

This upper-level course combines previous coursework as an introduction to the expanded role of the medical assistant as the medical office manager. Students produce and edit medical transcriptions from a series of taped reports and prepare a variety of medical documents. Professional communications, job-seeking and interviewing skills are expanded through résumé writing. (30 clock hours) *Prerequisite: Successful completion of all Medical Assistant program first-semester coursework and competencies.*

**MEA 125 Clinical Laboratory Procedures \* 4.0 Cr Hrs**

Addresses the role and function of the professional in the clinical laboratory setting. Topics include safety, Clinical Laboratory Improvement Act of 1988 (CLIA-88) 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 demonstrate competencies in a wide variety of techniques used to collect, process and

test specimens. (90 clock hours) *Prerequisite: Successful completion of all Medical Assistant program first-semester coursework and competencies.*

**MEA 131 Externship in Medical Assisting 6.0 Cr Hrs**

The application phase of the Medical Assistant program is designed to give students an opportunity to apply and practice the principles and procedures learned while participating in supervised, non-remunerative externship experiences in physicians' offices and clinics. Students are expected to adapt to individual medical office's rules and routines. Evaluation is based on student's preparation for duties, active participation, attendance and professionalism. Guidelines and participation requirements specific to the externship are explained. (240 clock hours) *Prerequisites: Successful completion of all Medical Assistant program first-semester coursework and competencies. Minimum grade of C in all second-semester coursework that has been completed or is running concurrently with MEA 131 Externship in Medical Assisting.*

\* Kansas Workforce Education Curriculum (KWEC) state curriculum.

## Medical Laboratory Technician

**MLT 200 Introduction to the Laboratory 2.0 Cr Hrs**

Covers safe laboratory practices, operation and care of laboratory equipment. Presents specimen collection through venipuncture and capillary puncture. (45 clock hours) *Prerequisite: Admission to MLT program.*

**MLT 204 Urinalysis and Body Fluids 2.0 Cr Hrs**

Covers principles of urine formation, normal and abnormal properties, chemical analysis and microscopic study of urine along with physical, chemical and microscopic examination of other body fluids. Includes lecture and laboratory experiences. (45 clock hours) *Prerequisite: Completion or concurrent registration in MLT 200 Introduction to the Laboratory.*

**MLT 210 Immunology 4.0 Cr Hrs**

Presents principles of diagnostic testing of blood and blood products using antigens and antibodies in the following techniques: precipitation, agglutination, flocculation and complement fixation procedures. Includes lecture and laboratory practice. (75 clock hours) *Prerequisite: Completion or concurrent registration in MLT 200 Introduction to the Laboratory.*

**MLT 211 Hematology and Coagulation 5.0 Cr Hrs**

Presents formation of blood cells, identification of normal and abnormal blood cells and the correlation of test results to disease processes. Also includes units on hemostasis. Lecture and laboratory practice are part of this course. (97 clock hours) *Prerequisite: Completion or concurrent registration in MLT 200 Introduction to the Laboratory.*

**MLT 214 Clinical Microbiology I 4.0 Cr Hrs**

Emphasizes pathogenic microorganisms, their identification and related disease processes. Laboratory stresses the identification of these from a clinical viewpoint. (90 clock hours) *Prerequisites: Admission to MLT program, BIOL 220 Introduction to Microbiology, or equivalent, and concurrent registration in MLT 200 Introduction to the Laboratory.*

**MLT 215 Clinical Microbiology II 2.0 Cr Hrs**

Emphasizes pathogenic microorganisms, their identification and related disease processes. Laboratory stresses the identification of these from a clinical viewpoint. Also encompasses the study of parasitology and mycology. Emphasis is placed on identification procedures for the more common pathogens in each category. Lecture and laboratory practice are included. (37 clock hours) *Prerequisites: Admission to MLT program and MLT 214 Clinical Microbiology I.*

**MLT 222 Immunochemistry 5.0 Cr Hrs**

Presents concepts of blood groups, antibody detection, transfusion protocol and collection of donated blood units in both lecture and laboratory practice. (90 clock hours) *Prerequisites: MLT 200 Introduction to the Laboratory and MLT 210 Immunology.*

**MLT 224 Laboratory Management 2.0 Cr Hrs**

Presents interpersonal skills that facilitate positive relations with patients, coworkers and other health care personnel. Covers management skills necessary for efficient laboratory functioning. (30 clock hours) *Prerequisite: Admission to MLT program.*

**MLT 226 Clinical Chemistry I 3.0 Cr Hrs**

Covers fundamental concepts in the quantitative analysis of chemical components of blood, serum, plasma and other body fluids. Includes lecture and laboratory practice. (60 clock hours) *Prerequisites: General Chemistry, completion or concurrent registration in MLT 200 Introduction to the Laboratory.*

**MLT 227 Clinical Chemistry II 3.0 Cr Hrs**

Basic chemical procedures as they apply to the clinical laboratory are presented. Includes fundamental concepts in the quantitative analysis of chemical components of blood, serum, plasma and other body fluids. Includes lecture and laboratory practice. Course is a continuation of MLT 226 Clinical Chemistry I. (60 clock hours) *Prerequisite: Successful completion of MLT 226 Clinical Chemistry I.*

**MLT 253 Phlebotomy 10.0 Cr Hrs**

Develops students' interpersonal and technical skills, which are required for competent blood specimen collection in both hospital and outpatient settings. Includes classroom lecture, simulated laboratory practice and actual supervised, non-remunerative clinical experience. Graduates are eligible to take the national phlebotomy certification examination. (260 clock hours) *Prerequisite: Meet requirements for Health Sciences programs.*

**MLT 255 Laboratory Tests and Diseases 4.0 Cr Hrs**

Provides an introduction to the role of the clinical laboratory in the diagnosis and management of human disease. General focus is on major departments within the clinical laboratory setting. (60 clock hours)

**MLT 256 Phlebotomy for Practitioners 4.0 Cr Hrs**

Gives students opportunities to improve their current marketable job skills by providing sufficient theoretical information to understand and evaluate clinical situations, to enhance already developed skills and to better perform phlebotomy procedures promptly and accurately. Also promotes development of behaviors, attitudes and work habits consistent with the phlebotomy profession. Successful completion of this course provides one (40 clock hours of classroom training) of the two requirements necessary to

become eligible to take the American Society for Clinical Pathologists (ASCP) national certification examination. Successful completion of the national examination is the final step for a practicing individual to complement their chosen phlebotomist career. (60 clock hours) *Prerequisite: Employment as a phlebotomist within the last five years.*

**MLT 257 Clinical Internship I 3.0 Cr Hrs**  
Students are assigned to affiliated clinical laboratories for practical experiences in each of the major laboratory areas. Course offers rotation that provides three of the 12 credit hours necessary to complete the internship for the program. (150 clock hours) *Prerequisite: Satisfactory completion of all MLT lecture and laboratory courses.*

**MLT 258 Clinical Internship II 5.0 Cr Hrs**  
Students are assigned to affiliated clinical laboratories for practical experiences in each of the major laboratory areas. Course offers rotation that provides five of the 12 credit hours necessary to complete the internship for the program. (210 clock hours) *Prerequisite: Satisfactory completion of all MLT lecture and laboratory courses.*

**MLT 259 Clinical Internship III 4.0 Cr Hrs**  
Students are assigned to affiliated clinical laboratories for practical experiences in each of the major laboratory areas. Course offers rotation that provides four of the 12 credit hours necessary to complete the internship for the program. (180 clock hours) *Prerequisite: Satisfactory completion of all MLT lecture and laboratory courses.*

## Pharmacy Technician

**PHT 030 Pharmacy Technician Certification Preparation 1.5 Cr Hrs**  
Reviews pharmacy law, pharmacy math, interpretation of orders, pharmacology and procedures in both retail and hospital pharmacies to prepare persons who have work experience as pharmacy technicians to take the national certification examination. (45 clock hours) *Prerequisite: Current employment as a pharmacy technician.*

**PHT 114 Pharmacy Calculations 3.0 Cr Hrs**  
Covers metric, household and apothecary systems of measurement along with dosage measurements and calculation of multi-dose quantities. (60 clock hours) *Prerequisite: Admission to Pharmacy Technician program.*

**PHT 116 Pharmacology for Pharmacy Technicians 4.0 Cr Hrs**  
Presents an overview of body systems and common disorders and provides a foundation for understanding drug actions and effects of drug forms and administration routes. Studies drugs from major therapeutic drug classes. (60 clock hours) *Prerequisite: Admission to Pharmacy Technician program.*

**PHT 118 Pharmacy Practice 5.0 Cr Hrs**  
Introduces students to the role of the pharmacy technician as a member of a health-care team. Pharmacy law relating to the role of the technician is covered as well as the responsibilities and duties of the pharmacy team. Provides an introduction to interpreting physician orders and prescriptions and associated medical and pharmaceutical terminology. Students receive instruction regarding routes of drug administration, drug formulations and practices and products unique to retail and hospital pharmacy settings.

Course is preparatory to the pharmacy technician clinical experience. (60 clock hours) *Prerequisites: Completion or concurrent enrollment in PHT 114 Pharmacy Calculations and PHT 116 Pharmacology for Pharmacy Technicians.*

**PHT 120 Pharmacy Technician Practicum 3.0 Cr Hrs**  
Allows students to apply knowledge gained in theory courses in authentic supervised, non-remunerative experiences at both hospital and retail pharmacies. (135 clock hours) *Prerequisites: PHT 114 Pharmacy Calculations, PHT 116 Pharmacology for Pharmacy Technicians and PHT 118 Pharmacy Practice.*

## Practical Nurse

**PNR 105 Developmental Psychology 3.0 Cr Hrs**  
Covers growth and development from infancy through the elderly adult. Includes normal personality and social development according to various theorists. (45 clock hours) *Prerequisite course to be taken prior to admission into the Practical Nurse program.*

**PNR 109 Pharmacology 4.0 Cr Hrs**  
Introduces pharmaco-therapeutic principles and nursing process relevant to safe administration of drug therapy. A 15-hour lab correlates with theory and assists students with safe drug administration techniques. (53 clock hours) *Prerequisite: Admission into the Practical Nurse program or department consent.*

**PNR 111 Principles of Nutrition 1.5 Cr Hrs**  
Presents basic principles of nutritional needs and application of these principles in the maintenance and restoration of health. Emphasis is placed on the essential nutrients and how they may be obtained in both normal and therapeutic diets. (45 clock hours) *Prerequisite course to be taken prior to admission into the Practical Nurse program.*

**PNR 114 Orientation to Nursing 2.0 Cr Hrs**  
Emphasizes the history of nursing, the nursing process, communication techniques, critical thinking, introduction to the scope of practice and the Kansas Nurse Practice Act. (30 clock hours) *Prerequisite: Admission into the Practical Nurse program or department consent.*

**PNR 115 Fundamentals of Nursing I 2.0 Cr Hr**  
Presents basic principles and skills necessary for patient care using the nursing process to identify patients' needs and provide care. A 30-hour lab correlates with theory and allows students to progress in nursing skills. (45 clock hours) *Prerequisite: Admission into the Practical Nurse program or department consent.*

**PNR 116 Fundamentals of Nursing II 4.0 Cr Hr**  
Continuation of PNR 115 Fundamentals of Nursing I with emphasis on more advanced principles and skills necessary for patient care while using the nursing process. A 30-hour lab correlates with theory and allows students to progress in nursing skills. (75 clock hours) *Prerequisite: Successful completion of PNR 115 Fundamentals of Nursing I.*

**PNR 117 Fundamentals of Nursing III 2.0 Cr Hr**  
Clinical component of Fundamentals of Nursing. This experience correlates with theory and allows students to progress in nursing skills and function with other members of the health-care team in long-term care settings. (96 clock hours) *Prerequisite: Admission into the Practical Nurse program or department consent.*

**PNR 118 Fundamentals of Nursing IV** 2.0 Cr Hr  
Clinical component of Fundamentals of Nursing. This experience correlates with theory and allows students to progress in nursing skills and function with other members of the health-care team in acute-care settings. (96 clock hours) *Prerequisite: Admission into the Practical Nurse program or department consent.*

**PNR 150 Practical Nursing Issues** 2.0 Cr Hr  
Assists students in making the transition from student to beginning practitioner. Emphasizes ethical, legal and cultural aspects of nursing and responsibilities of LPNs. Emphasizes the need for personal and professional growth. Introduces students to organizations, employment and educational opportunities. (30 clock hours) *Prerequisite: Satisfactory completion of first semester.*

**PNR 160 Nursing Care of the Family** 6.0 Cr Hrs  
Covers the needs of obstetric patients and their families, including newborn infants and children through adolescence. Emphasis is placed on the practical nurse role in the prevention and treatment of common obstetrical problems and childhood illnesses. Clinical experience applies principles of nutrition and pharmacology to the needs of mothers and growing children. (168 clock hours) *Prerequisite: Satisfactory completion of first semester.*

**PNR 162 Medical/Surgical Nursing I** 3.0 Cr Hrs  
Covers medical/surgical nursing care with emphasis on the physiological and psychological aspects of disease and the effects of disease on the whole person. (45 clock hours) *Prerequisite: Admission into the Practical Nurse program or department consent.*

**PNR 163 Medical/Surgical Nursing II** 6.0 Cr Hrs  
Covers medical/surgical nursing care with emphasis on the physiological and psychological aspects of disease and the effects of disease on the whole person. Clinical experience in acute-care facilities provides application of the nursing process in the total care of patients including patient education and medical administration. (168 clock hours) *Prerequisite: Satisfactory completion of first semester.*

**PNR 164 Mental Health Concepts** 1.0 Cr Hrs  
Uses the nursing process to meet the needs of patients with mental health disorders. (15 clock hours) *Prerequisite: Satisfactory completion of first semester.*

**PNR 165 Gerontology** 6.0 Cr Hrs  
Uses the nursing process to meet the needs of older adult patients in long-term care facilities. Provides experience in drug administration and team leadership. (168 clock hours) *Prerequisite: Satisfactory completion of first semester.*

#### Certificate of Completion Course Description

Upon licensure, students may register for IV Therapy for LPNs.

**ALH 160 IV Therapy for LPNs** 3.0 Cr Hrs  
Prepares LPNs to perform activities as defined in KAR 60-16-102(b). Presents knowledge, skills and competencies in administration of IV fluid therapy. Approved by the Kansas State Board of Nursing. (52 clock hours) *Prerequisite: LPN with proof of license. Contact Practical Nurse department chair for additional information.*

## Surgical First Assistant

*Program is pending Council on Occupational Education approval.*

**SGT 200 Introduction to Surgical Assisting** 2.0 Cr Hrs  
Provides an overview of the surgical first assistant profession and develops the fundamental concepts and principles necessary to successfully function as a surgical team member. Topics include orientation to surgical assisting, asepsis and the surgical environment, basic instrumentation and equipment, principles of assisting and surgical team concepts. (30 clock hours) *Prerequisite: Acceptance into the Surgical First Assistant program.*

**SGT 202 Surgical Assisting Techniques I** 1.0 Cr Hr  
Uses individual research, video lecturing and hands-on training so students gain a broad knowledge base from which to build upon. Lectures from working surgical professionals help students gain valuable insight into the role. Students continue to master these assisting techniques during the clinical preceptorship. (15 clock hours)

**SGT 204 Surgical Assisting Techniques II** 2.0 Cr Hrs  
A continuation of Surgical Assisting Techniques I. Continues to build on the technical knowledge of that course and includes skills lab practice for initial development of surgical first assisting skills. (45 clock hours)

**SGT 207 Anatomy and Physiology for Surgical First Assistants** 4.0 Cr Hrs  
Concentrates on human anatomy in relation to surgical procedures. There is a strong emphasis on surgical landmarks and incisional anatomy as well as structure recognition, such as nerves, blood vessels, muscles and lymphatics. (75 clock hours)

**SGT 209 Basic Hemodynamics and Lab Values** 1.0 Cr Hr  
Gives students an introduction to basic human physiology and the affect of this physiology on surgical procedures. Surgery-specific lab values are taught, such as hemodynamics, electrolytes and cardiac arrhythmias. This overview is surgery-specific and only lab values that affect surgical outcomes are discussed. (15 clock hours)

**SGT 211 Professional Development** 1.0 Cr Hr  
Helps students advance in the field of surgical assisting through a variety of educational formats. Includes required reading, writing and research assignments, along with case studies and surgeon interviews; legal and ethical issues; malpractice matters; and HIPAA rules and regulations. Upon completion, students should be able to understand the role of first assisting and the law as it relates to the first assistant role. (15 clock hours)

**SGT 212 Entrepreneurial Principles** 1.0 Cr Hr  
Addresses entrepreneurial theories and focuses on options students can use to launch or expand their first assistant career. Designed to build a solid foundation of entrepreneurial concepts to prepare learners to explore options, such as being employed, managing a first assistant service, owning a first assistant company and/or establishing a service that works in conjunction with a larger facility. Topics include content on marketing, billing, business plans, company structures, business development and contract negotiations. (15 clock hours)

**SGT 214 Surgical Site Management** 2.0 Cr Hrs  
Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include surgical prepping and draping, catheters, incisions, proper tissue handling techniques, hemostasis and surgical closure techniques, surgical dressings, wound healing and drains. (45 clock hours) *Prerequisites: Concurrent enrollment in SGT 216 Care of the Surgical Patient, SGT 218 Anesthesia and the Surgical Patient and SGT 222 Clinical Preceptorship.*

**SGT 216 Care of the Surgical Patient** 1.0 Cr Hr  
Takes the approach of patient care from the surgical point of view. Surgery-specific issues of sterility, wound care and patient positioning are addressed. The goal of this course is to help students appreciate the team concept required for proper patient care in the surgical environment. (15 clock hours) *Prerequisites: Concurrent enrollment in SGT 214 Surgical Site Management, SGT 218 Anesthesia and the Surgical Patient and SGT 222 Clinical Preceptorship.*

**SGT 218 Anesthesia and the Surgical Patient** 1.0 Cr Hr  
Covers current perspectives on perioperative considerations for anesthesia focusing on the adult patient. Issues addressed include patient positioning, perioperative patient management, choice of anesthesia, patient monitoring, general anesthesia techniques, malignant hyperthermia and aspects of recovery. The goal of this course is to expand students' knowledge of anesthesia considerations and to help students identify ways to assist the anesthesia team. (15 clock hours) *Prerequisites: Concurrent enrollment in SGT 214 Surgical Site Management, SGT 216 Care of the Surgical Patient and SGT 222 Clinical Preceptorship.*

**SGT 222 Clinical Preceptorship** 8.0 Cr Hrs  
Students are expected to complete 360 hours of supervised clinical assisting as part of the Surgical First Assistant program. Students' supervising surgeon(s) help build the skills required of the first assistant in surgery. Each student tracks and log hours for every procedure and documents specific surgical assisting techniques used during the case. At the end of the clinical preceptorship, the supervising surgeon(s) completes an evaluation of students' abilities. (360 clock hours) *Prerequisites: Concurrent enrollment in SGT 214 Surgical Site Management, SGT 216 Care of the Surgical Patient, SGT 218 Anesthesia and the Surgical Patient and SGT 224 Clinical Case Study (Capstone Course).*

**SGT 224 Clinical Case Study (Capstone Course)** 1.0 Cr Hr  
Requires students to complete a case study on an actual patient. Research for this assignment includes surgeon interviews and relative case studies. The paper includes patient history and chief complaints, clinical diagnosis (including any and all lab work and studies performed); operative intervention (including anesthetic plan, monitoring, positioning, etc.); intraoperative narrative (including draping, procedural narrative, wound dressing, etc.); and post-operative outcome/expectations. (15 clock hours) *Prerequisites: Concurrent enrollment in SGT 214 Surgical Site Management, SGT 216 Care of the Surgical Patient, SGT 218 Anesthesia and the Surgical Patient and SGT 222 Clinical Preceptorship.*

## Surgical Technology

**SGT 101 Introduction to Surgical Technology** 2.0 Cr Hrs  
Introduces the roles and functions of surgical team members and operating room organization. Presents legal and ethical issues, division of duties, hospital organization and management, medical terminology, basic communication skills and interpersonal relationships. (30 clock hours) *Prerequisite: Admission to Surgical Technology program.*

**SGT 103 Anatomy and Physiology for Surgical Technology** 5.0 Cr Hrs  
Covers basic structure and function of the human body, from cells through systems to the human organism, with emphasis on the integration of systems and physiological functions. Includes lecture and laboratory work. (90 clock hours) *Prerequisite: Admission to Surgical Technology program or departmental consent.*

**SGT 105 Microbiology for Surgical Technology** 3.0 Cr Hrs  
Presents principles of microbiology, disease transmission, universal precautions, infection-control techniques and wound-healing concepts. (45 clock hours) *Prerequisite: Admission to Surgical Technology program or departmental consent.*

**SGT 107 Pharmacology for Surgical Technology** 2.0 Cr Hr  
Presents systems of measurement with the equivalents of weights, capacity, length of duration and availability of drugs that are commonly used in surgery. Discusses preoperative medications, types of anesthesia and agents used to obtain anesthesia. (30 clock hours) *Prerequisites: Completion or concurrent registration in SGT 101 Introduction to Surgical Technology and SGT 103 Microbiology for Surgical Technology.*

**SGT 111 Patient Care I** 3.0 Cr Hrs  
Emphasizes pre-, intra- and postoperative care of the surgical patient. Includes specific application in preoperative case management, patient safety and potential complications for surgical patients. (45 clock hours) *Prerequisites: Completion or concurrent registration in SGT 120 Principles and Practices in Surgical Technology, SGT 105 Microbiology for Surgical Technology and SGT 107 Pharmacology for Surgical Technology.*

**SGT 115 Surgical Procedures I** 5.0 Cr Hrs  
Coordinates study of theoretical and practical applications of various surgical procedures. Emphasis is placed on pathology, a methodical approach to surgical procedures and preparation and application of aseptic techniques with extensive laboratory experience to develop critical skills that are required to function in the operating-room environment. (105 clock hours) *Prerequisites: Completion or concurrent registration in SGT 120 Principles and Practices in Surgical Technology, SGT 105 Microbiology for Surgical Technology, SGT 107 Pharmacology for Surgical Technology and SGT 111 Patient Care I.*

**SGT 116 Surgical Instruments** 2.0 Cr Hrs  
Covers basic instrumentation for each surgical specialty. Emphasizes proper names, common names used in surgery, handling and care of all surgical instruments and performing basic setup. (45 clock hours) *Prerequisite: Completion or concurrent registration in SGT 115 Surgical Procedures I.*

**SGT 119 Surgical Technology Clinical Experience I 1.0 Cr Hrs**  
 Allows students to participate in supervised, non-remunerative clinical experiences in hospital operating rooms with emphasis on general surgical procedures. (45 clock hours) *Prerequisites: Completion or concurrent registration in SGT 111 Patient Care I and SGT 115 Surgical Procedures I.*

**SGT 120 Principles and Practices in Surgical Technology 5.0 Cr Hrs**  
 Presents basic principles and practices necessary to prepare students for clinical experiences. Aseptic techniques and supplies, equipment, sterilization, disinfection and decontamination are major components of the course. Includes rotations through central processing, preoperative care and transportation areas. (135 clock hours) *Prerequisites: Completion or concurrent registration in SGT 101 Introduction to Surgical Technology and SGT 105 Microbiology for Surgical Technology.*

**SGT 121 Patient Care II 2.0 Cr Hrs**  
 Continuation of SGT 111 Patient Care I with discussions about catheterization, biopsychosocial needs of patients, death and dying and the surgical technologist's role in emergency procedures. (30 clock hours) *Prerequisites: Concurrent registration in SGT 125 Surgical Procedures II and SGT 129 Clinical Experience II.*

**SGT 125 Surgical Procedures II 4.0 Cr Hrs**  
 Continuation of SGT 115 Surgical Procedures I. Studies more specialized surgeries to expand the knowledge of supplies, equipment and steps involved in more complex surgeries. (90 clock hours) *Prerequisites: Concurrent registration in SGT 121 Patient Care II and SGT 129 Clinical Experience II.*

**SGT 129 Surgical Technology Clinical Experience II 4.0 Cr Hrs**  
 Students are assigned to supervised, non-remunerative clinical practice in hospital operating rooms approximately 24 hours per week. Emphasis is placed on clinical specialties, such as general, gynecology, genito/urinary, EENT with rotations through endoscopy and labor and delivery. (180 clock hours) *Prerequisites: Concurrent registration in SGT 121 Patient Care II and SGT 125 Surgical Procedures II.*

**SGT 130 Surgical Technology Clinical Experience III 4.0 Cr Hrs**  
 Students are assigned to supervised, non-remunerative clinical practice in hospital operating rooms approximately 24 hours per week. Emphasis is placed on clinical specialties, such as orthopedics and neurosurgery with rotations through post-anesthesia rooms. (180 clock hours) *Prerequisites: Concurrent registration in SGT 121 Patient Care II and SGT 125 Surgical Procedures II.*

**SGT 131 Surgical Technology Clinical Experience IV 3.0 Cr Hrs**  
 Students are assigned to supervised, non-remunerative clinical practice in hospital operating rooms approximately 24 hours per week. Emphasis is placed on clinical specialties, such as thoracic and cardiovascular with rotations through cardiac catheterization. (135 clock hours) *Prerequisites: Concurrent registration in SGT 121 Patient Care II and SGT 125 Surgical Procedures II.*

**SGT 133 Professional Issues in Surgical Technology 2.0 Cr Hr**  
 Explores ways of transitioning from student to employment as a beginning surgical technologist in the operating suite. Skills necessary for successful employment are reinforced, and opportunities for personal and professional growth are stressed. Explores basic principles of physics, robotics and electricity, how they relate to today's surgical environment and how they may be used in surgeries in the future. (30 clock hours) *Prerequisite: Concurrent registration in SGT 129 Clinical Experience II.*

# Manufacturing and Engineering Technologies

## Aerostructures Technician

**AER 110 Aircraft Sheetmetal** 4.0 Cr Hrs  
Includes instruction in the fundamentals of assembly, meeting set standards, safety issues, use of common aircraft sheet metal tools, sealant application, math and blueprint reading. Students learn how to identify fasteners, install and remove fasteners, assemble sheetmetal components and identify and maintain proper "skin" quality. Students receive classroom instruction and demonstration as well as shop demonstration and performance. (120 clock hours)

**MFG 140 Manufacturing Skills** 8.0 Cr Hrs  
Includes basic blueprint reading; study of engineering drawings and measuring tools; math calculation of whole numbers, fractions, decimals and percentages, inch/millimeter conversion and X-R values; covers current safety regulations, safety practices, hazard recognition and impact of behavior and environment on injury prevention; and employability skills. (120 clock hours)

## Aviation Cabinetmaker

**APA 150 Technical Math I** 1.5 Cr Hrs  
Covers fraction and decimal operations and conversions and linear, squared and cubic measurement in metric and standard form as well as conversions between the systems. Students compute percents, ratios, proportion and tolerances and solve basic algebraic problems and discuss application of these math concepts. Students perform real-life problem solving. (45 clock hours)

**CON 170 AV-Blueprint Reading and Sketching** 1.0 Cr Hr  
Introduces students to a basic set of aviation blueprints including the pictorial drawings, orthographic projections, isometric sketchings and basic reference lines throughout the airplane. (30 clock hours)

**CON 171 AV-Hand and Power Tools** 1.0 Cr Hr  
Introduces students to the various hand and power tools used in the aviation industry specifically related to those in their specific occupational area. The correct and safe use of hand and power tools is 60 percent of the class. Students are required to pass a written and performance safety test on all power equipment used for 40 percent of the class. (30 clock hours)

**CON 172 AV-Materials and Processes** 5.0 Cr Hrs  
Students gain knowledge and working experience with soft woods, hard woods, honeycomb and laminated plywood used in aircraft industry applications. Students are required to complete lab projects. (150 clock hours) *Prerequisite:* CON 170 AV-Blueprint Reading and Sketching and CON 171 AV-Hand and Power Tools, or concurrent registration.

**CON 173 AV-Beginning Cabinetmaking and Joinery** 6.0 Cr Hrs

Teaches students to measure and lay out materials needed in the aircraft industry. Students are evaluated on their ability to operate handsaws, surface, drill, bore, shape and profile materials using a variety of hand and stationary power tools. Emphasizes the different types of mechanical fasteners, inserts, etc. used in aircraft cabinetmaking. (180 clock hours) *Prerequisite:* CON 170 AV-Blueprint Reading and Sketching and CON 171 AV-Hand and Power Tools, or concurrent registration.

**CON 174 AV-Wood Science** 1.0 Cr Hr  
Introductory course designed to inform students of the nature of trees and how they grow, the different species of trees and how they are classified and how to identify the many varieties found in commercial use today. Sixty percent of the class is spent on in-class identification of wood species, and 40 percent is hands-on identification. (30 clock hours) *Prerequisite:* CON 170 AV-Blueprint Reading and Sketching and CON 171 AV-Hand and Power Tools, or concurrent registration.

**CON 175 AV-Inspection and Quality Control** 1.0 Cr Hr  
Covers proper quality requirements for aviation industries. Emphasis is placed on the following: 40 percent on developing awareness of self-inspection of work; 40 percent on following proper processes according to the prints; and 20 percent on making students aware of the factors that determine whether a product is average or high quality. (30 clock hours) *Prerequisite:* CON 170 AV-Blueprint Reading and Sketching and CON 171 AV-Hand and Power Tools, or concurrent registration.

**CON 176 AV-Overlay and Laminate Materials** 1.0 Cr Hr  
Covers the characteristics, processes, applications of decorative laminates and other materials utilized in aircraft industries. Sixty percent of the emphasis is placed on overlays, adhesives, substrates and fabrication techniques. Students are evaluated on written tests and lab projects for the additional 40 percent. (30 clock hours) *Prerequisite:* CON 170 AV-Blueprint Reading and Sketching and CON 171 AV-Hand and Power Tools, or concurrent registration.

**CON 188 AV-Cabinet Finish Processes** 2.5 Cr Hrs  
Introduces students to the processes involved in the application of various finishes, characteristics of finish materials, care in handling and basic finish repair techniques. (75 clock hours) *Prerequisite:* CON 170 AV-Blueprint Reading and Sketching and CON 171 AV-Hand and Power Tools, or concurrent registration.

## Composites Fabrication Technician

**CFT 101 Introduction to Composites** 1.5 Cr Hrs  
An introductory course into the materials and processes associated with polymer composite structures, components and design. Emphasis is placed on material properties (resins and fibers), manufacturing processes and safety. Some hands-on lab activities supplement classroom content. (45 clock hours)

**CFT 105 Blueprint Reading for Composites** 0.5 Cr Hr  
Fundamental course covers drawing format/layout, interpretation of drawing views and ply stack/laminate determination. Students perform exercises on actual composite drawings. (15 clock hours) *Prerequisite: CFT 101 Introduction to Composites.*

**CFT 110 Composites Fabrication Shop Skills and Tools** 0.5 Cr Hr  
Covers basic composite shop processes and equipment including hand tools, mixing equipment, clamps, cutting devices, rollers, measuring instruments and mechanical fasteners. Also covers fundamental shop skills associated with composite material applications. (15 clock hours) *Prerequisite: CFT 105 Blueprint Reading for Composites.*

**CFT 130 Composites Fabrication Methods/Applications** 1.5 Cr Hrs  
Covers fundamentals of composite structure fabrication methods and applications including hand lay-up, bonding, vacuum bagging and resin transfer molding. Emphasis is also placed on composites safety and inspection/testing of composite components. (45 clock hours) *Prerequisite: CFT 110 Composites Fabrication Shop Tools and Skills.*

## Computer-Aided Drafting

**APA 110 Technical Communications** 1.5 Cr Hrs  
Teaches students writing and speaking skills that they can use in their chosen technical fields. Includes reading assignments; brief research projects and oral presentations related to technology; a variety of written assignments, including brief essays, several types of business letters and résumés; examination of teamwork dynamics, employer/employee relations and basic conflict resolution; and discussion of interviewing techniques. (45 clock hours)

**APA 130 Technical Computer Applications** 1.5 Cr Hrs  
Provides students with a basic understanding of computer terminology, computer operations, computer hardware and software. Includes overview of word processing, spreadsheet and database software related to the student's primary program area. Instruction with this software reveals the tips and tricks needed to complete projects applicable to the student's life at work and home. Also covers Windows XP Professional, the Internet and networking. (45 clock hours)

**APA 150 Technical Math I** 1.5 Cr Hrs  
Covers fraction and decimal operations and conversions and linear, squared and cubic measurement in metric and standard form as well as conversions between the systems. Students compute percents, ratios, proportion and tolerances and solve basic algebraic problems and discuss application of these math concepts. Students perform real-life problem solving. (45 clock hours)

**APA 155 Technical Math II** 1.5 Cr Hrs  
Covers perimeter, area, volume and surface area and some geometry theory relating to lines, angles, triangles and circular concepts. Instruction covers basic trigonometry principles. Discusses application of these math concepts. Students perform real-life problem solving. (45 clock hours) *Prerequisite: APA 150 Technical Math I.*

**MCD 112 Industrial Materials and Processes** 2.0 Cr Hrs  
Includes instruction in materials, measurement, specifications, design principles, hardware and fasteners, vocabulary, cost estimation, machine fabrication, Thomas Register, Geometric Dimensioning and Tolerancing (GD&T), Machinery's Handbook, surface finishes and an understanding of the fabrication practices used in manufacturing and construction. (60 clock hours)

**MCD 113 Technical Drafting** 2.0 Cr Hrs  
Includes instruction in sketching and lettering, use and care of drafting equipment, geometric construction, multi-views, basics of isometric, oblique projection and a study of drafting terminology and ANSI Standards. Students draw introductory drawings to scale. (60 clock hours) *Prerequisite: MCD 116 Introduction to CAD or administrator approval.*

**MCD 114 Architectural Drafting and Design** 3.0 Cr Hrs  
Includes instruction in freehand drawing, basic residential planning, Sweets File, creative design, dimensioning, sectioning, working details, 3-D projection, light construction principles, building systems and blueprint development, writing specifications, learning construction terminology, applying ANSI Standards, local codes and drawing prints to industry standards. (90 clock hours) *Prerequisites: MCD 113 Technical Drafting and MCD 116 Introduction to CAD or administrator approval.*

**MCD 115 Machine Drafting and Design** 3.0 Cr Hrs  
Includes instruction in creative design, geometric construction, auxiliaries, dimensioning, sectioning, isometrics, obliques, specifications and notes, manufacturing engineering techniques and the Machinery's Handbook. Includes developing prints of working drawings, researching trade periodicals, learning machine terminology, using ANSI Standards and basic manufacturing blueprint development. (90 clock hours) *Prerequisites: MCD 113 Technical Drafting and MCD 116 Introduction to CAD or administrator approval.*

**MCD 116 Introduction to CAD** 3.0 Cr Hrs  
Includes an introduction to CAD hardware components and functions of AutoCAD software, 2-D drawings, systems management and AutoCAD command structures using tutorial guides with assigned CAD drawings. Course is recommended as a prerequisite for entering the service industry, business and technical career areas. (90 clock hours)

**MCD 121 Descriptive Geometry** 2.0 Cr Hrs  
Students use computers to study descriptive geometry as it applies to drafting, and they determine true length of lines, true shapes of planes and apply descriptive geometry to real problems. (60 clock hours) *Prerequisite: MCD 116 Introduction to CAD or administrator approval.*

**MCD 122 Architectural CAD** 4.0 Cr Hrs  
Students use computers for architectural detailing problems, working with foundation details, wall sections, roof details and stairway details. Addresses commercial and structural applications. Using the computer, students draw a set of plans for a house of their own design. (120 clock hours) *Prerequisites: MCD 114 Architectural Drafting and Design and MCD 116 Introduction to CAD or administrator approval.*

**MCD 123 Mechanical CAD** 5.0 Cr Hrs  
Students learn how to draw machine parts on the computer and the most common methods used to illustrate these parts. Students understand the method and reason for using these techniques. Students complete working drawings. (150 clock hours) *Prerequisites: MCD 115 Machine Drafting and Design, MCD 116 Introduction to CAD and MCD 121 Descriptive Geometry or administrator approval.*

**MCD 124 Advanced AutoCAD** 3.0 Cr Hrs  
Introduces students to customization of AutoCAD, 3-D modeling and animation techniques. Students are exposed to different software packages, and problem-solving skills are addressed with a focus on today's working environment. (90 clock hours) *Prerequisite: MCD 116 Introduction to CAD or administrator approval.*

**MCD 213 Principles of Tool Design** 1.0 Cr Hr  
Provides an understanding of the general methods of tool design with emphasis on jigs and fixtures. Instruction and projects enable students to develop ideas into practical specifications for modern manufacturing methods. (30 clock hours) *Prerequisite: MCD 115 Machine Drafting and Design or administrator approval.*

## Machining Technology

**APA 150 Technical Math I** 1.5 Cr Hrs  
Covers fraction and decimal operations and conversions and linear, squared and cubic measurement in metric and standard form as well as conversions between the systems. Students compute percents, ratios, proportion and tolerances and solve basic algebraic problems and discuss application of these math concepts. Students perform real-life problem solving. (45 clock hours)

**APA 155 Technical Math II** 1.5 Cr Hrs  
Covers perimeter, area, volume and surface area and some geometry theory relating to lines, angles, triangles and circular concepts. Instruction covers basic trigonometry principles. Discusses application of these math concepts. Students perform real-life problem solving. (45 clock hours) *Prerequisite: APA 150 Technical Math I.*

**MET 150 Machine Tool Practices** 4.0 Cr Hrs  
Includes theory and lab instruction of basic lathe and mill operations, safety and use and care of hand and machine tools. (120 clock hours)

**MET 160 Engineering Materials and Testing** 3.0 Cr Hrs  
Introduces students to various engineering materials (ferrous and nonferrous metals, plastics, composites and ceramics), including their properties, applications, advantages and disadvantages. Standard testing methods and specifications are introduced so students can conduct their own tests and analyze their collected data. (90 clock hours)

**MMG 104 Blueprint Reading and Sketching** 3.0 Cr Hrs  
Gives instruction in the universal language of drawing interpretation from which information is conveyed for manufacture of parts and assemblies. Students explore multi-view drawings and machining operations as they relate to drawing, auxiliary views and geometric dimensioning and tolerancing. (90 clock hours)

**MMG 120 Precision Tools and Measurements** 3.0 Cr Hrs  
Familiarizes students with various measuring instruments and techniques. Provides students opportunities to use measuring instruments while doing classroom exercises. (90 clock hours)

**MMG 149 CNC Operations I** 5.0 Cr Hrs  
Introduces the actual machine set-up utilizing various clamping vises and fixtures along with CNC machine operation methods and techniques necessary to produce a variety of discrete parts on both machining centers and turning centers. (150 clock hours)

**MMG 150 CNC Operations II** 5.0 Cr Hrs  
Introduces students to two- and three-axis CNC machining. The theory of operations is developed in classroom with application of the program accomplished on industry-type machines. Studies terminology of coordinates, cutter paths, angle cutting, and linear and circular interpolation. (150 clock hours) *Prerequisite: Successful completion of MMG 149 CNC Operations I or concurrent enrollment.*

**MMG 225 Introduction to CNC** 3.0 Cr Hrs  
Introduces basic computer numerical control (CNC) machining centers. Acquaints students with the Cartesian coordinate system, incremental and absolute measuring systems and how to write a manual program using preparatory and miscellaneous functions including canned cycles and circular interpolation. (90 clock hours)

**MMG 230 Jigs and Fixtures** 3.0 Cr Hrs  
Introduces students to the theory of jigs and fixtures and exposes them to the application of jigs and fixtures. (90 clock hours)

## Mechanical Engineering Technology

**GET 154 Engineering Graphics I** 4.5 Cr Hrs  
An introduction to the various engineering graphical representations. Emphasis is placed on translating various ideas to technical illustrations for manufacturability. Primary consideration is placed on methods and techniques used to show axonometric projections, auxiliaries, sections and orthographic views. (135 clock hours)

**GET 164 Engineering Graphics II** 4.5 Cr Hrs  
A continuation of the engineering graphical language. Geometric dimensioning and tolerancing are also introduced. Students learn assemblies and applications of mating parts using three-dimensional solid modeling. An introduction to rudimentary design and how that effects illustration of individual parts is also explained. (135 clock hours) *Prerequisite: GET 154 Engineering Graphics I.*

**GET 255 Industry Co-Op** 4.0 Cr Hrs  
Students participate in an industry-related job assignment associated with engineering product design or manufacturing systems applications. All work assignments must be approved by the faculty advisor. (180 clock hours)

**MET 150 Machine Tool Practice** 4.0 Cr Hrs  
Includes lecture and lab experiences. The primary focus is on safety and the proper use of machine tools, which includes manual lathes and manual milling machines. (120 clock hours)

- MET 152 Manufacturing Processes and Applications** 3.0 Cr Hrs  
Explores a variety of methods and processes utilized in the manufacturing industry today. Discusses theory and applications and includes the metal forming processes and plastic processing methods including composites processing. (90 clock hours)
- MET 160 Engineering Materials and Testing** 3.0 Cr Hrs  
An introduction to the various engineering materials (ferrous and nonferrous metals, plastics, composites and ceramics) including their properties, applications, advantages and disadvantages. Standard testing methods and specifications are introduced so students can conduct their own tests and analyze their collected data. (90 clock hours) *Prerequisites:* MET 150 Machine Tool Practice and MET 152 Manufacturing Processes and Applications.
- MET 250 Computer-Aided Manufacturing I** 5.0 Cr Hrs  
Covers CNC theory, operation and setup with an introduction to computer-aided manufacturing software. Programming topics covered include subprograms, do loops, mirror imaging and tool path generation using CAM software. Students program and operate CNC mills and lathes in the CNC machining lab. (150 clock hours) *Prerequisites:* GET 164 Engineering Graphics II and MET 150 Machine Tool Practices or administrator approval.
- MET 252 Fluid Mechanics With Applications** 3.5 Cr Hrs  
Presents the principles of fluid mechanics and the applications of fluid power systems. Emphasis will be on the properties of fluids, measurement of pressure and temperature, viscosity, density and flow. Also covers fluid power components, schematics and applications. (105 clock hours) *Prerequisites:* MET 162 Principles of Mechanics and MTH 112 College Algebra or concurrent registration.
- MET 258 Fundamentals of Electricity/Electronics** 3.0 Cr Hrs  
An introductory course in basic electrical theory and electronics principles. Topics covered include Ohm's law, series and parallel circuits, resistance and capacitance. A lab is included in the class to test and design circuits and electrical components. (90 clock hours) *Prerequisites:* MTH 112 College Algebra or concurrent registration.
- MET 260 Computer-Aided Manufacturing II** 5.0 Cr Hrs  
A continuation of Computer-Aided Manufacturing I. Includes more advanced programming applications for three- and four-axis CNC machines. CNC programs are generated using wire frame, surfaces and solid modeling geometry. Programs generated are set up and tested in the CNC machining lab. (150 clock hours) *Prerequisites:* GET 154 Engineering Graphics I and MET 250 Computer-Aided Manufacturing I.
- MET 262 Design of Machine Elements and Assemblies** 3.0 Cr Hrs  
A look at the design considerations for various machine elements including belt and chain drives, bearings and gears used in machines and mechanisms. Students learn the applications and selection processes for these components within basic power transmission equipment and assemblies. (90 clock hours) *Prerequisites:* GET 154 Engineering Graphics I, GET 258 Fundamentals of Electricity/Electronics, MET 162 Principles of Mechanics and MET 252 Fluid Mechanics with Applications.

- MET 264 Principles of Mechanics** 4.0 Cr Hrs  
Cover fundamental concepts of statics and strength of materials. Solutions of problems introducing forces, moments, equilibrium, trusses, frames, simple machines, normal stress, shear stress, bending stress, torsional stress and simple beam design. (120 clock hours) *Prerequisites:* MTH 112 College Algebra and MTH 113 Trigonometry or concurrent registration.
- MET 266 Automation and Controls** 4.5 Cr Hrs  
Introduces students to components, circuits and testing instruments used in automated industrial systems. Emphasis is the study of programmable controllers, power distribution systems and electric motor control systems. A lab component focuses on the design and testing of circuits for automated industrial controls. (135 clock hours) *Prerequisites:* MTH 112 College Algebra and MTH 113 Trigonometry.
- MET 268 Capstone Design Project** 4.0 Cr Hrs  
Addresses the full spectrum of a mechanical engineering technician's role within industry. Problem-solving strategies within a team concept are emphasized. Various industry and applied research projects are assigned for design, analysis and prototype development. (120 clock hours) *Prerequisites:* MET 160 Engineering Materials and Testing, MET 162 Principles of Mechanics and MET 252 Fluid Mechanics With Applications.

## Welding

- APA 110 Technical Communications** 1.5 Cr Hrs  
Teaches students writing and speaking skills that they can use in their chosen technical fields. Includes reading assignments; brief research projects and oral presentations related to technology; a variety of written assignments, including brief essays, several types of business letters and résumés; examination of teamwork dynamics, employer/employee relations and basic conflict resolution; and discussion of interviewing techniques. (45 clock hours)
- APA 130 Technical Computer Applications** 1.5 Cr Hrs  
Provides students with a basic understanding of computer terminology, computer operations, computer hardware and software. Includes overview of word processing, spreadsheet and database software related to the student's primary program area. Instruction with this software reveals the tips and tricks needed to complete projects applicable to the student's life at work and home. Also covers Windows XP Professional, the Internet and networking. (45 clock hours)
- APA 150 Technical Math I** 1.5 Cr Hrs  
Covers fraction and decimal operations and conversions and linear, squared and cubic measurement in metric and standard form as well as conversions between the systems. Students compute percents, ratios, proportion and tolerances and solve basic algebraic problems and discuss application of these math concepts. Students perform real-life problem solving. (45 clock hours)
- APA 155 Technical Math II** 1.5 Cr Hrs  
Covers perimeter, area, volume and surface area and some geometry theory relating to lines, angles, triangles and circular concepts. Instruction covers basic trigonometry principles. Discusses application of these math concepts. Students perform real-life problem solving. (45 clock hours) *Prerequisite:* APA 150 Technical Math I.

**CWG 101 Occupational Safety/Welding** 1.0 Cr Hr  
Provides students with an appreciation and basic understanding of the safety rules and regulations that govern the construction industry. Students learn and apply safe work habits in the use of hand and power tools as well as the handling, use and application of hazardous materials. Films, videos, field trips and guest speakers supplement course. (30 clock hours)

**CWG 102 Print Reading/Welding** 1.0 Cr Hr  
Gives instruction in the universal language of drawing interpretation from which information is conveyed for the manufacture of parts and assemblies. (30 clock hours)  
*Prerequisite: Concurrent registration in any welding lab class or administrator approval.*

**CWG 141 Oxy-Acetylene Welding and Cutting** 2.0 Cr Hrs  
Includes lecture and lab and teaches students to set up and operate oxy-acetylene welding and cutting equipment with emphasis on safety. (60 clock hours)

**CWG 142 Shielded Metal Arc Welding** 6.0 Cr Hrs  
Includes lecture and lab and teaches students the proper setup and operation of various types and brands of arc welders. Lab time includes demonstrations and practice time for students to acquire arc-welding skills used in industry. (180 clock hours)

**CWG 143 Gas Metal Arc Welding** 4.0 Cr Hrs  
Includes lecture and lab and teaches the fundamentals of setting up and adjusting various MIG welding machines. Students practice American Welding Society basic joint designs and positions of welds and attain the skills necessary to gain entry-level employment in gas metal arc welding. (120 clock hours)

**CWG 144 Materials and Testing** 1.0 Cr Hr  
Provides knowledge and skills in the areas of metallurgy and weld testing. Teaches the different uses and testing procedures for steel, stainless steel, aluminum and various alloys. Emphasizes welds approved for testing by the American Welding Society (AWS). (30 clock hours)  
*Prerequisite: Concurrent registration in any welding lab class or administrator approval.*

**CWG 145 Fabrication and Design** 1.5 Cr Hrs  
Applies the basic principles gained for fabrication of various student or WATC campus-related projects. (45 clock hours)  
*Prerequisite: Any welding lab class or administrator approval.*

**CWG 146 Flux Core Arc Welding** 4.0 Cr Hrs  
Provides instruction in the field of flux core arc welding (FCAW). Students develop skills to identify machines, wires and other mechanics of FCAW. (120 clock hours)

**CWG 147 Gas Tungsten Arc Welding** 6.0 Cr Hrs  
Provides instruction in the field of gas tungsten arc welding. Students develop skills needed to be employed in the welding areas of aluminum and steel. (180 clock hours)

**CWG 148 Plasma and Carbon Arc Cutting** 1.5 Cr Hrs  
Provides instruction in the use of plasma arc cutting (PAC) and arc air cutting (AAC). Students develop skills to identify

machine and other mechanics of PAC and AAC. (45 clock hours)

**CWG 210 Welding Applications** 4.0 Cr Hrs  
Provides instruction in the major welding and cutting operations. Students develop knowledge and skills to identify and safely operate a variety of welding and cutting machines/equipment including arc welding, mig welding, tig welding, oxy-acetylene welding and cutting and shearing operations. (120 clock hours)

**CWG 242 SMAW D1.1 Certification** 4.0 Cr Hrs  
Assists students in preparing to take the SMAW certification test. Students follow all safety procedures related to the various tools and equipment involved in this course. They understand the certification and code system for structural certification; identify, measure, cut and prepare the material required for this certification; learn the skills for structural welding. Students have time in class to practice these skills in preparation for the structural certification test(s). Completion of this course does not ensure certification. (120 clock hours) *Prerequisite: CWG 142 Shielded Metal Arc Welding or administrator approval.*

**CWG 243 GMAW D1.1 Certification** 4.0 Cr Hrs  
Assists students in preparing to take the GMAW certification test. Students follow all safety procedures related to the various tools and equipment involved in this course; understand the certification and code system for structural certification; identify, measure, cut and prepare materials required for this certification; and learn the skills for structural welding. Students have time in class to practice these skills in preparation for the structural certification test(s). Completion of this course does not ensure certification. (120 clock hours) *Prerequisite: CWG 143 Gas Metal Arc Welding or administrator approval.*

**CWG 250 API 1104 Certification** 4.0 Cr Hrs  
Assists students in preparing to take the PIPE certification test. Students follow all safety procedures related to the various tools and equipment involved in this course. They understand the certification and code system for PIPE certification; identify, measure, cut and prepare the pipe required for this certification; learn the skills for structural welding of cross-country gas and oil lines. Students have time to practice these skills in preparation for the PIPE certification test. Completion of this course does not ensure certification. (120 clock hours) *Prerequisite: CWG 142 Shielded Metal Arc Welding or administrator approval.*

## Transportation and Construction Technologies

### Air Conditioning and Refrigeration

**APA 110 Technical Communications** 1.5 Cr Hrs  
Teaches students writing and speaking skills that they can

use in their chosen technical fields. Includes reading assignments; brief research projects and oral presentations related to technology; a variety of written assignments, including brief essays, several types of business letters and résumés; examination of teamwork dynamics, employer/employee relations and basic conflict resolution; and discussion of interviewing techniques. (45 clock hours)

**APA 130 Technical Computer Applications 1.5 Cr Hrs**  
Provides students with a basic understanding of computer terminology, computer operations, computer hardware and software. Includes overview of word processing, spreadsheet and database software related to the student's primary program area. Instruction with this software reveals the tips and tricks needed to complete projects applicable to the student's life at work and home. Also covers Windows XP Professional, the Internet and networking. (45 clock hours)

**APA 150 Technical Math I 1.5 Cr Hrs**  
Covers fraction and decimal operations and conversions and linear, squared and cubic measurement in metric and standard form as well as conversions between the systems. Students compute percents, ratios, proportion and tolerances and solve basic algebraic problems and discuss application of these math concepts. Students perform real-life problem solving. (45 clock hours)

**APA 155 Technical Math II 1.5 Cr Hrs**  
Covers perimeter, area, volume and surface area and some geometry theory relating to lines, angles, triangles and circular concepts. Instruction covers basic trigonometry principles. Discusses application of these math concepts. Students perform real-life problem solving. (45 clock hours)  
*Prerequisite: APA 150 Technical Math I.*

**CHA 101 Occupational Safety/HVAC 1.0 Cr Hr**  
Provides students with an appreciation and basic understanding of the safety rules and regulations that govern the construction industry. Students learn and apply safe work habits in the use of hand and power tools as well as the handling, use and application of hazardous materials. Films, videos, field trips and guest speakers supplement course. (30 clock hours)

**CHA 102 Print Reading/HVAC 1.0 Cr Hr**  
Introduces students to a basic set of house plans including the plan views, elevations, framing, wall sections and details. Students read prints and sketch details and layouts of specific items that relate to their occupational area. (30 clock hours)

**CHA 111 Fundamentals of Electricity for HVAC 6.0 Cr Hrs**  
Studies basic electricity and its behavior in series, parallel and series-parallel circuits and the operation of electrical components common to HVACR such as switches, relays, contactors, motor starters, transformers, defrost timers, capacitors and motors of various types. (180 clock hours)

**CHA 112 Basic Refrigeration 6.0 Cr Hrs**  
Concentrates on the theory/practice of the basic refrigeration cycle. Studies the construction, operation and analysis of basic refrigeration systems, evacuation, system charging, refrigerant recovery/recycling and mechanical controls. (180 clock hours)  
*Prerequisite: CHA 111 Fundamentals of Electricity for HVAC or administrator approval.*

**CHA 113 Commercial Refrigeration 7.0 Cr Hrs**  
Covers the selection, calibration and servicing of components found on commercial refrigeration systems; adjustments of temperature, pressure and defrost mechanisms; installation, application and operation of commercial refrigeration systems and display cases; and diagnosing and troubleshooting electrical and pressure-operated devices. (210 clock hours)  
*Prerequisites: CHA 111 Fundamentals of Electricity for HVAC, CHA 112 Basic Refrigeration or administrator approval.*

**CHA 114 Heating, Ventilation and Air Conditioning 7.0 Cr Hrs**  
Covers the installation, operation and servicing of residential and light commercial air conditioning systems including psychometrics, fans, air duct systems, controls and systems diagnosis with relation to cooling, gas/electric heating and heat pumps. (210 clock hours)  
*Prerequisites: CHA 111 Fundamentals of Electricity for HVAC, CHA 112 Basic Refrigeration or administrator approval.*

## Auto Collision Repair

**APA 110 Technical Communications 1.5 Cr Hrs**  
Teaches students writing and speaking skills that they can use in their chosen technical fields. Includes reading assignments; brief research projects and oral presentations related to technology; a variety of written assignments, including brief essays, several types of business letters and résumés; examination of teamwork dynamics, employer/employee relations and basic conflict resolution; and discussion of interviewing techniques. (45 clock hours)

**APA 130 Technical Computer Applications 1.5 Cr Hrs**  
Provides students with a basic understanding of computer terminology, computer operations, computer hardware and software. Includes overview of word processing, spreadsheet and database software related to the student's primary program area. Instruction with this software reveals the tips and tricks needed to complete projects applicable to the student's life at work and home. Also covers Windows XP Professional, the Internet and networking. (45 clock hours)

**APA 150 Technical Math I 1.5 Cr Hrs**  
Covers fraction and decimal operations and conversions and linear, squared and cubic measurement in metric and standard form as well as conversions between the systems. Students compute percents, ratios, proportion and tolerances and solve basic algebraic problems and discuss application of these math concepts. Students perform real-life problem solving. (45 clock hours)

**APA 155 Technical Math II 1.5 Cr Hrs**  
Covers perimeter, area, volume and surface area and some geometry theory relating to lines, angles, triangles and circular concepts. Instruction covers basic trigonometry principles. Discusses application of these math concepts. Students perform real-life problem solving. (45 clock hours)  
*Prerequisite: APA 150 Technical Math I.*

**TAC 101 Occupational Safety 1.0 Cr Hr**  
 Provides students with an appreciation and basic understanding of the safety rules and regulations that govern the transportation industry. Students learn and apply safe work habits in the use of hand and power tools as well as the handling, use and application of hazardous materials. Films, videos, field trips and guest speakers are used to supplement course. (30 clock hours)

**TAC 111 Structural Damage Analysis and Repair 7.5 Cr Hrs**  
 Includes frame inspection and repair on body-over-frame and unibody inspection measurement and repair. Students comply with personal and environmental safety practices and recognize that measuring, dimensioning and tolerance limits in unibody vehicles are critical to repair of these vehicles, and that suspension/steering mounting points and engine power train attaching points are critical to vehicle handling, performance and safety. Also addresses the replacement of fixed glass and metal welding and cutting. (225 clock hours)

**TAC 112 Refinish I 6.0 Cr Hrs**  
 Students comply with personal and environmental safety practices and identify and take necessary precautions with hazardous operations. Introduces students to surface preparation, spray gun and related equipment operation, paint mixing, matching, applying, solving paint application problems, recognizing finish defects, causes and cures and final automobile detail. (180 clock hours) *Prerequisite:* TAC 101 Occupational Safety or administrator approval.

**TAC 113 Nonstructural Damage Analysis and Repair 9.0 Cr Hrs**  
 Students review damage reports and analyze damage to determine appropriate methods for overall repair. Instruction includes classroom and lab activities, panel repairs, replacements, adjustments, metal finishing, body filling, moveable glass, hardware and metal welding and cutting. (270 clock hours)

**TAC 114 Steering, Suspension and Alignment 3.0 Cr Hrs**  
 Involves the analysis, repair and replacement of suspension and steering components along with angles and pivot-point alignment involved in proper steering alignment. (90 clock hours)

**TAC 116 Electrical Systems 2.0 Cr Hrs**  
 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 collision. (60 clock hours)

**TAC 118 Refinish II 4.5 Cr Hrs**  
 Continuation of TAC 112 Refinish I. Includes a large amount of time in laboratory instruction to develop spraying and polishing techniques including the development of a refinish plan, paint mixing and color matching. (135 clock hours) *Prerequisite:* TAC 112 Refinish I or administrator approval.

## Automotive Service Technology

**APA 110 Technical Communications 1.5 Cr Hrs**  
 Teaches students writing and speaking skills that they can use in their chosen technical fields. Includes reading assignments; brief research projects and oral presentations related to technology; a variety of written assignments, including brief essays, several types of business letters and

résumés; examination of teamwork dynamics, employer/employee relations and basic conflict resolution; and discussion of interviewing techniques. (45 clock hours)

**APA 130 Technical Computer Applications 1.5 Cr Hrs**  
 Provides students with a basic understanding of computer terminology, computer operations, computer hardware and software. Includes overview of word processing, spreadsheet and database software related to the student's primary program area. Instruction with this software reveals the tips and tricks needed to complete projects applicable to the student's life at work and home. Also covers Windows XP Professional, the Internet and networking. (45 clock hours)

**APA 150 Technical Math I 1.5 Cr Hrs**  
 Covers fraction and decimal operations and conversions and linear, squared and cubic measurement in metric and standard form as well as conversions between the systems. Students compute percents, ratios, proportion and tolerances and solve basic algebraic problems and discuss application of these math concepts. Students perform real-life problem solving. (45 clock hours)

**APA 155 Technical Math II 1.5 Cr Hrs**  
 Covers perimeter, area, volume and surface area and some geometry theory relating to lines, angles, triangles and circular concepts. Instruction covers basic trigonometry principles. Discusses application of these math concepts. Students perform real-life problem solving. (45 clock hours) *Prerequisite:* APA 150 Technical Math I.

**TAS 121 Engine Repair 4.0 Cr Hrs**  
 Includes classroom and lab instruction in the diagnosis, removal, repair and installation of automotive engine assemblies, along with diagnosis and repair of general automotive engine systems, cylinder head and valve train systems, engine block assembly, lubrication and cooling systems. (120 clock hours)

**TAS 122 Brakes 3.5 Cr Hrs**  
 Includes classroom and lab instruction in the operation, inspection, diagnosis and repair of hydraulic brake systems, drum and disc brakes, power brakes, miscellaneous and related braking systems such as wheel bearing, parking brakes, electrical, etc. and anti-lock brake systems. (105 clock hours)

**TAS 123 Suspension and Steering 3.5 Cr Hrs**  
 Includes classroom and lab instruction in the operation, diagnosis, adjustment and repair of automotive suspension and steering systems, including the diagnosis and repair of steering systems, suspension systems, wheels and tires and alignment concerns. (105 clock hours)

**TAS 126 Manual Drive Train and Axles 3.5 Cr Hrs**  
 Includes classroom and lab instruction in the operation, inspection, diagnosis, adjustment and repair of manual drive trains and axles, including the diagnosis and repair of clutches, drive and half shaft universal and constant velocity (CV), joints, rear axles and four-wheel drive components. (105 clock hours)

**TAS 127 Automatic Transmissions and Transaxles 4.0 Cr Hrs**  
Includes classroom and lab instruction in the operation, diagnosis, adjustment and repair of automatic transmissions and transaxles, both on and off the vehicle, and includes the disassembly of oil pumps, converters, gear trains, shafts, bushings, cases and friction and reaction units. (120 clock hours)

**TAS 128 Heating and Air Conditioning 3.0 Cr Hrs**  
Includes classroom and lab instruction in the operation, diagnosis, adjustment and repair of automotive heating and air conditioning systems, including the diagnosis and repair of all related refrigerant system components, heating, ventilation and engine cooling systems. Provides training on refrigerant recovery and handling in according with strict federal government guidelines. (90 clock hours)

**TAS 129 Engine Performance 8.0 Cr Hrs**  
Includes classroom and lab instruction in operation, diagnosis, adjustment and repair of drivability concerns in the automotive engine system, including the diagnosis and repair of general engine performance systems, computerized engine control systems, ignition systems, fuel, air induction, exhaust systems and emissions standards. (240 clock hours)

**TAS 130 Electrical and Electronic Systems 8.0 Cr Hrs**  
Includes classroom and lab instruction in the operation, diagnosis, service and repair of automotive electrical/electronic systems, including the diagnosis, service and repair of the general electrical system, battery, the starting, charging and lighting systems, gages, warning devices and driver information systems, horn and wiper/washer as well as other electrical/electronic accessories. (240 clock hours)

## Carpentry

**APA 110 Technical Communications 1.5 Cr Hrs**  
Teaches students writing and speaking skills that they can use in their chosen technical fields. Includes reading assignments; brief research projects and oral presentations related to technology; a variety of written assignments, including brief essays, several types of business letters and résumés; examination of teamwork dynamics, employer/employee relations and basic conflict resolution; and discussion of interviewing techniques. (45 clock hours)

**APA 130 Technical Computer Applications 1.5 Cr Hrs**  
Provides students with a basic understanding of computer terminology, computer operations, computer hardware and software. Includes overview of word processing, spreadsheet and database software related to the student's primary program area. Instruction with this software reveals the tips and tricks needed to complete projects applicable to the student's life at work and home. Also covers Windows XP Professional, the Internet and networking. (45 clock hours)

**APA 150 Technical Math I 1.5 Cr Hrs**  
Covers fraction and decimal operations and conversions and linear, squared and cubic measurement in metric and standard form as well as conversions between the systems. Students compute percents, ratios, proportion and tolerances and solve basic algebraic problems and discuss application of these math concepts. Students perform real-life problem

solving. (45 clock hours)

**APA 155 Technical Math II 1.5 Cr Hrs**  
Covers perimeter, area, volume and surface area and some geometry theory relating to lines, angles, triangles and circular concepts. Instruction covers basic trigonometry principles. Discusses application of these math concepts. Students perform real-life problem solving. (45 clock hours)  
*Prerequisite: APA 150 Technical Math I.*

**CCP 160 Fundamentals of Carpentry I 5.0 Cr Hrs**  
Studies the basic information required for successful careers in the building trades, which requires a mastery of many skills and related information. Course was designed to span two semesters (CCP 160 Fundamentals of Carpentry I and CCP 161 Fundamentals of Carpentry II) and uses a modular approach to provide instruction and practice in basic skill development; however, the modules are "stand alone" and can be taught as individual blocks and in any sequence. Modules are comprised of a set of competencies, and students may be learning competencies from more than one module at a time. Demands of the program project determine the sequence of competencies and modules. (150 clock hours)

**CCP 161 Fundamentals of Carpentry II 5.0 Cr Hrs**  
Continuation of CCP 160 Fundamentals Carpentry I. Continues the study of basic carpentry skills. (150 clock hours) *Prerequisite: CCP 160 Fundamentals of Carpentry I or administrator approval.*

**CCP 162 Form Carpentry I 4.0 Cr Hrs**  
Introduces the basics of form carpentry and concrete work for residential and light commercial construction. Course uses a modular approach to provide instruction and practice in basic skill development. Form carpentry has been designed to span two semesters (CCP 162 Form Carpentry I and CCP 163 Form Carpentry II); however, the modules are "stand alone" and can be taught as individual blocks and in any sequence. Modules are comprised of a set of competencies, and students may be learning competencies from more than one module at a time. Demands of the program project determine the sequence of competencies and modules. (120 clock hours)

**CCP 163 Form Carpentry II 4.0 Cr Hrs**  
Continuation of CCP 162 Form Carpentry I. Students are on the job site for the majority of class time. (120 clock hours)  
*Prerequisite: CCP 162 Form Carpentry I or administrator approval.*

**CCP 164 Frame Carpentry I 4.0 Cr Hrs**  
Introduces the basics of frame carpentry work for residential and light commercial construction. Course uses a modular approach to provide instruction and practice in basic skill development. Frame carpentry has been designed to span two semesters (CCP 164 Frame Carpentry I and CCP 165 Frame Carpentry II); however, the modules are "stand alone"

and can be taught as individual blocks and in any sequence. Modules are comprised of a set of competencies, and students may be learning competencies from more than one module at a time. Demands of the program project determine the sequence of competencies and modules. (120 clock hours)

**CCP 165 Frame Carpentry II 4.0 Cr Hrs**  
Continuation of CCP 164 Frame Carpentry I. Students are on the job site for the majority of class time. (120 clock hours)  
*Prerequisite:* CCP 164 Frame Carpentry I or administrator approval.

**CCP 166 Finish Carpentry I 1.5 Cr Hrs**  
Introduces the basics of finish carpentry work for residential and light commercial construction. Course uses a modular approach to provide instruction and practice in basic skill development. Finish carpentry has been designed to span two semesters (CCP 166 Finish Carpentry I and CCP 167 Finish Carpentry II); however, the modules are “stand alone” and can be taught as individual blocks and in any sequence. Modules are comprised of a set of competencies, and students may be learning competencies from more than one module at a time. Demands of the program project determine the sequence of competencies and modules. (45 clock hours)

**CCP 167 Finish Carpentry II 1.5 Cr Hrs**  
Continuation of CCP 166 Finish Carpentry I. Students are on the job site for the majority of class time. (45 clock hours)  
*Prerequisite:* CCP 166 Finish Carpentry I or administrator approval.

## Commercial Driver Education

**CDL 101 Commercial Driver Education 8.0 Cr Hrs**  
Develops the necessary skills required to obtain a Commercial Driver’s License and gain employment in the trucking industry as an entry-level truck driver. (240 clock hours)

**CDL 102 Longer-Combination Vehicles 4.0 Cr Hrs**  
Enhances the safety of commercial vehicle operations and helps ensure that drivers of large trucks have the knowledge and skills necessary to safely operate longer-combination vehicles on the nation’s highways. (120 clock hours)  
*Prerequisite:* CDL 101 Commercial Driver Education or administrator approval.

## Diesel Technology

**APA 110 Technical Communications 1.5 Cr Hrs**  
Teaches students writing and speaking skills that they can use in their chosen technical fields. Includes reading assignments; brief research projects and oral presentations related to technology; a variety of written assignments, including brief essays, several types of business letters and résumés; examination of teamwork dynamics, employer/employee relations and basic conflict resolution; and discussion of interviewing techniques. (45 clock hours)

**APA 130 Technical Computer Applications 1.5 Cr Hrs**  
Provides students with a basic understanding of computer terminology, computer operations, computer hardware and software. Includes overview of word processing, spreadsheet and database software related to the student’s primary program area. Instruction with this software reveals the tips and tricks

needed to complete projects applicable to the student’s life at work and home. Also covers Windows XP Professional, the Internet and networking. (45 clock hours)

**APA 150 Technical Math I 1.5 Cr Hrs**  
Covers fraction and decimal operations and conversions and linear, squared and cubic measurement in metric and standard form as well as conversions between the systems. Students compute percents, ratios, proportion and tolerances and solve basic algebraic problems and discuss application of these math concepts. Students perform real-life problem solving. (45 clock hours)

**APA 155 Technical Math II 1.5 Cr Hrs**  
Covers perimeter, area, volume and surface area and some geometry theory relating to lines, angles, triangles and circular concepts. Instruction covers basic trigonometry principles. Discusses application of these math concepts. Students perform real-life problem solving. (45 clock hours)  
*Prerequisite:* APA 150 Technical Math I.

**TDT 143 Diesel Electrical and Electronic Systems I 4.0 Cr Hrs**  
Consists of basic electrical principles and the application and design of permanent magnet and electron magnetic systems. Involves the use and operations of test equipment, applied principles of operations, ignition systems, switches, drives and the operation and the repair of AC charging systems. Students comply with personal and environmental safety practices in accordance with local, state and federal safety and environmental regulations. (120 clock hours)

**TDT 144 Diesel Electrical and Electronic Systems II 4.0 Cr Hrs**  
Advanced course involves the applied diagnostic and repair of electrical systems. Students comply with personal and environmental safety practices in accordance with local, state and federal safety and environmental regulations. (120 clock hours)  
*Prerequisite:* TDT 143 Diesel Electrical and Electronic Systems I or administrator approval.

**TDT 145 Diesel Engines I 3.0 Cr Hrs**  
Studies the repair of two- and four-cycle engines including the lubrication, cooling and induction/exhaust systems. Instruction includes timing of engines, disassembly, inspection and measurement of all parts and reassembly. Students demonstrate competency through the assembly, adjustment and proper operation of an engine. Students comply with personal and environmental safety practices in accordance with local, state and federal safety and environmental regulations. (90 clock hours)

**TDT 146 Diesel Engines II 4.5 Cr Hrs**  
Continuation of TRN 145 Diesel Engines I. Students demonstrate knowledge of diagnostic repair and procedural analysis, mechanical fuel delivery and computerized fuel injection as well as computer drivability. Students comply with personal and environmental safety practices in accordance with local, state and federal safety and environmental regulations. (135 clock hours)  
*Prerequisite:* TDT 145 Diesel Engines I or administrator approval.

**TDT 147 Diesel Drive Train 3.5 Cr Hrs**  
Involves the troubleshooting and repair of transmissions, clutches, primary drives, lower-end final drives and power take-off drives through classroom and lab instruction. Students comply with personal and environmental safety practices in accordance with local, state and federal safety

and environmental regulations. (105 clock hours)

**TDT 148 Diesel Preventive Maintenance 3.5 Cr Hrs**  
Includes tasks in preventive maintenance inspection area. Entry-level technician inspection tasks introduce students to correct procedures and practices of vehicle inspection in a teaching/learning environment. Students comply with personal and environmental safety practices in accordance with local, state and federal safety and environmental regulations. (105 clock hours)

**TDT 149 Diesel Brakes 4.5 Cr Hrs**  
Includes classroom and lab instruction in the operation, inspection, diagnosis and repair of hydraulic and air brake systems. Also studies related systems such as wheel bearings, parking brakes and anti-lock brakes. Students comply with personal and environmental safety practices in accordance with local, state and federal safety and environmental regulations. (135 clock hours)

**TDT 151 Diesel Steering and Suspension 3.0 Cr Hrs**  
Teaches how to align, adjust and repair steering and suspension components. Students comply with personal and environmental safety practices in accordance with local, state and federal safety and environmental regulations. (90 clock hours)

**WATC**

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**CATALOG**

**Faculty  
and Staff**

# Faculty and Staff

## A

### **Aguirre, Sherry**

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MS, Administration; MS, Business Education; and  
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**Pfeifer, Kristine**

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**Ross, Jessica**

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## S

**Sanner, Dawn**

Interim Department Chair, Practical Nurse  
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MS, Kansas State University

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**Schmidt, Roberta**

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**Sevart, Rita**

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**Smith, Harold**

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**Smith, Joe**

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**Smith, JoZana**

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Authorized OSHA Construction Outreach Trainer  
Certified Asbestos, Lead, Mold, Home Inspector  
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**Ward, James**

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**Wood, Lindy**

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**Y**

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**Young, Joyce**

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**CATALOG**

**Calendar  
and Notes**





August	1-3	New-Instructor Orientation
	2	Fall New-Student Orientation
	6	First Day 18-Week Fall Semester
	16-17	All-Faculty Inservice
	20	First Day 16-Week Fall Semester
September	3	Labor Day Holiday
October	19	All-Faculty Inservice
November	4	Daylight Savings Time Ends
	22-23	Fall Break
December	13	Last Day 16- and 18-Week Fall Semesters
	14-Jan.11	Winter Break
	24-26	Winter Holiday
January	1	New Year Holiday
	10	Spring New-Student Orientation
	14	First Day 16- and 18-Week Spring Semesters
	21	Martin Luther King Jr. Birthday Observance
February	18	All-WATC Inservice
March	9	Daylight Savings Time Begins
	17-21	Spring Break
April	21	All-Faculty Inservice
May	15	Last Day 16-Week Spring Semester
	19	Commencement Ceremony
	26	Memorial Day Holiday
	30	Last day 18-Week Semester
June	2	First Day Summer Semester
July	4	Independence Day Holiday
	28	Last Day Summer Semester – <i>except Practical Nurse</i>
	30	Last Day Summer Semester – <i>Practical Nurse</i>

**Legend**

- No Classes — Administrative Offices Open
- ( ) No Classes — Administrative Offices Closed
- [ ] New-Instructor Orientation — No Classes
- [ ] New-Student Orientation — No Classes
- [ ] All-Faculty Inservice — No Classes — Administrative Offices Open
- [ ] All-WATC Inservice — No Classes — Administrative Offices Closed

**Semester Dates — *except Practical Nurse*:**

- Fall Semester: August 20–December 13, 2007
- Spring Semester: January 14–May 15, 2008
- Summer Semester: June 2–July 28, 2008

**Semester Dates — *Practical Nurse*:**

- Fall Semester: August 6–December 13, 2007
- Spring Semester: January 14–May 30, 2008
- Summer Semester: June 2–July 30, 2008

## Calendar 2007–2008

July 2007							February 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	(4)	5	6	7						1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30	31					24	25	26	27	28	29	
August 2007							March 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			[1]	[2]	[3]	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					
September 2007							April 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	(3)	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30													
October 2007							May 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31
November 2007							June 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30		29	30					
December 2007							July 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	(4)	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												
January 2008							Note: This calendar may be altered at the discretion of the board and/or WATC administration.  Wichita Area Technical College does not discriminate with regard to race, religion, color, sex, disability, national origin or ancestry, age or gender in its admissions, progress or activities. Persons having inquiries may contact the chief operating officer, 301 S. Grove, Wichita, KS 67211-2099, 316.677.9400.						
S	M	T	W	T	F	S	MCR 05.09.07						
		(1)	2	3	4	5							
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30	31									



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2008

**CATALOG**

**Index**

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2007  
2008

**CATALOG**

**Information  
Request**

# Information Request

If you would like information about WATC, please complete the form below and mail or fax it to:

**Wichita Area Technical College**  
**Admissions**  
**301 S. Grove**  
**Wichita, KS 67211-2099**  
**voice: 316.677.9400**  
**fax: 316.677.9555**

## WICHITA AREA TECHNICAL COLLEGE

Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Phone #: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Information Request

**Programs**

- Aerostructures Technician \*
- Air Conditioning and Refrigeration
- Aircraft Sheetmetal
- Auto Collision Repair
- Automotive Service Technology
- Aviation Cabinetmaker
- Carpentry
- Certified Nurse Aide
- Commercial Driver Education
- Composites Fabrication Technician
- Computer-Aided Drafting
- Dental Assistant
- Diesel Technology
- Dietary Manager
- Health Care
- Machining Technology\*\*
- Mechanical Engineering Technology

- Medical Assistant
- Medical Laboratory Technician
- Pharmacy Technician
- Practical Nurse–Day/Evening
- Practical Nurse–Satellite
- Surgical First Assistant\*
- Surgical Technology\*\*
- Surgical Technology–Satellite\*\*
- Welding

\* Program pending KBOR and/or COE approval.  
 \*\* Program revisions pending KBOR and/or COE approval.

**Courses**

- Activity Director
- Basic Automotive Welding Practices
- Basic Woodworking
- Bobcat Safety
- Certified Dietary Manager Exam Review
- Certified Nurse Aide Update

- CPR for Healthcare Providers
- Defensive Driving
- Dietary Manager Certification Prep
- First Aid/CPR
- Forklift Safety
- Certified Nurse Aide Update
- Home Health Aide
- IV Therapy for LPNs
- Medication Aide
- Medication Aide Update
- Phlebotomist
- Rehabilitation Aide
- Social Services Designee
- Supragingival Scaling for Dental Assistants

**Other Requested Information**

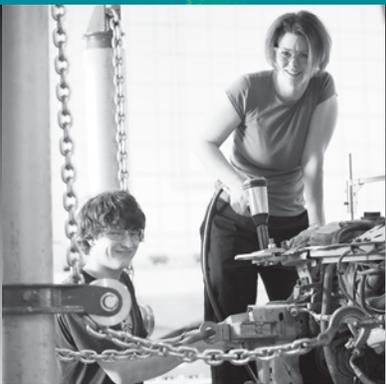
- Adult Education / GED
- Apprenticeships
- Class Schedule
- Other: \_\_\_\_\_

**Comments:** \_\_\_\_\_



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