



The **TECHNICAL COLLEGE**
MANHATTAN AREA TECHNICAL COLLEGE

2008-2009 Course Catalog

Manhattan Area Technical College
3136 Dickens Avenue
Manhattan, Kansas 66503
785.587.2800
800.352.7575
www.matc.net

This catalog is for information only and does not constitute a contract. Every effort has been made to ensure that the content is current and accurate as of the time of publication. MATC reserves the right to change, without notice, any and all of the information contained herein. Accessibility of all courses listed in this catalog is subject to the availability of an instructor, as well as minimum enrollment requirements.

NOTICE OF NON-DISCRIMINATION

The MATC Board of Directors supports and complies with Title VI and Title VII of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973 and Amendments, The Americans with Disabilities Act, Title IX and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services and the Department of Education. It is the policy of the Board of Directors that no person in the United States (on the grounds of race, color, religion, sex, national origin, ancestry or disability) shall be excluded from participation in, denied the benefit of or otherwise subjected to discrimination under any program or activity of, or employment with Manhattan Area Technical College. Specific complaints of alleged discrimination under Title IX (sex) and Section 504/ADA (handicap, disability) should be referred to the Title IX/Section 504/ADA Coordinator, 3136 Dickens Ave., Manhattan, KS 66503, 785.587.2800.

Table of Contents

Academic Calendar	3	General Policies & Procedures	11
About MATC	4	Academic Dishonesty.....	11
MATC Program Summary	5	Advanced Standing.....	11
Full-time Programs.....	5	Concurrent Enrollment.....	11
Continuing Education	5	Certificate/Degree Requirements for Graduation.....	11
Customized Training.....	5	Student Support & Services	12
Admissions	5	Events.....	12
Admissions Policy.....	5	Organizations.....	12
Compass Testing.....	6	Services	12
Work Keys Assessment.....	6	Full-Time Academic Programs	13
Academic Information	7	Air Conditioning & Refrigeration	14
Associate of Applied Science Degree	7	Automotive Collision Repair.....	15
Technical Certificate	7	Automotive Technology.....	16
Transfer of Credit.....	8	Building Trades	17
Attendance Policy	8	Business & Computer Technology.....	18
Credit by Exam	8	Computer-Aided Drafting Technology.....	20
Drop/Withdrawal Policy.....	8	Electric Power & Distribution	21
Readmission Policy.....	8	Information & Network Technology.....	22
Tuition and Fees	9	Practical Nursing.....	23
Tuition & Fees	9	Associate Degree Nursing	23
Refund Policy.....	9	Welding Technology.....	24
Financial Aid	9	Course Descriptions	25
Application for Financial Assistance.....	9	Staff Directory	34
Grades & Satisfactory Progress	9		
Types of Financial Aid	10		

Directory

Board of Directors

Mr. Arthur Loub, Riley County
 Dr. David Craft, DDS, Geary County
 Mr. Willie Thornburg, Geary County
 Dr. Norris Wika, Pottawatomie County
 Ms. Marla Brandon, Pottawatomie County

Dr. Todd Frieze, Dickinson County
 Dick Green, Riley County
 A.N. "Ole" Olsen, Riley County
 Donna Karmann, Clay County

Administration (785) 587-2800
 President/CEO Robert J. Edleston, Ed.D.
 Vice President of Instructional Services Marilyn Mahan
 Vice President of Student Services Kelly Hoggatt
 Vice President of Business Services Jane Bloodgood
 Associate Vice Pres. of Institutional Advancement Richard Fogg, Ph.D.

Student Services (785) 587-2800
 Director of Admissions Justin Pfeifer
 Director of Financial Aid Kody Carlson
 Counselor/Placement Advisor Dan Kirkpatrick

Support Services (785) 587-2800
 Coordinator of Library Services Donna Hobbs
 Director of Human Resources Trysta Williams
 Director of Workforce Development Sally Vonada
 Head of Maintenance David Olgeirson
 Learning Resource Center Coordinator Darren Ortega

Foundation (785) 587-2800
 Director Mark Claussen
 Board Member Russell Briggs
 Board Member Steve Nitschke
 Board Member Chuck Bramhall
 Board Member Fred Willich
 Board Member Mike Jones

Academic Calendars

Note: This calendar is accurate at the date of printing. MATC reserves the right to modify the calendar as necessary. Students, prospective students and employees will be notified of calendar changes as soon as possible.

2008 Fall Semester

July	14	ADN Fall Semester classes begin for July 2008 class
Aug	15	Final Registration/Fee payment
Aug	18	Fall Semester begins
Aug	20	Last day to withdraw and receive 100% refund
Aug	26	Last day to withdraw and receive 80% refund of tuition
Aug	29	Last day to withdraw and receive no grade
Sept	1	Labor Day / CAMPUS CLOSED
Sept	2	EPD Students Return to Campus
Sept	2	Last day to withdraw and receive 50% refund of tuition
Oct	16	Open House
Oct	17	Last day to withdraw and receive a W
Nov	24-28	Fall break / no day or evening classes
Nov	27-28	CAMPUS CLOSED
Dec	1	Classes resume
Dec	9-15	Final Exams
Dec	13	Commencement
Dec	24-31	CAMPUS CLOSED

2009 Spring Semester

Jan	1-2	CAMPUS CLOSED
Jan	16	Final Registration/Fee payment
Jan	19	Martin Luther King Jr. Holiday / CAMPUS CLOSED
Jan	20	Spring Semester begins
Jan	22	Last day to withdraw and receive 100% refund
Jan	28	Last day to withdraw and receive 80% refund of tuition
Feb	2	Last day to withdraw and receive no grade
Feb	3	Last day to withdraw and receive 50% refund of tuition
March	16-20	Spring Break / no day or evening classes
March	20	CAMPUS CLOSED
March	23	Classes resume
March	27	Last day to withdraw and receive a W
April	8-9	Insight/Onsite (6th grade tours)
May	12-18	Final Exams
May	16	Commencement
May	18	Practical Nursing Spring Semester ends
May	20	Practical Nursing Summer Semester begins
May	25	Memorial Day / CAMPUS CLOSED
June	26	ADN Spring semester ends for students beginning Jan 2008
June	26	Practical Nursing Summer Semester ends

2009 Summer Session

June 1 – July 24

About MATC

Mission Statement

Manhattan Area Technical College provides quality technical and general education to prepare individuals to pursue technologically advanced careers and lead productive lives.

Vision Statement

As a leader in technical education, Manhattan Area Technical College will enhance student-centered learning and service to business, industry, and community members.

Values

In making decisions to advance the mission of Manhattan Area Technical College, the faculty and staff value:

- Integrity... being accountable for our actions
- Student-centered instruction... addressing the needs of our students
- Relevant program content ... applying industry recommendations
- Quality performance... striving for excellence

Objectives

- Offering associate of applied science degrees and technical certificates upon completion of programs and courses in technical fields to meet student, employer, and community needs.
- Complementing technical instruction with general education courses emphasizing critical thinking, problem solving, and communication skills.
- Creating opportunities for secondary students in technical education through articulation agreements.
- Providing student services to include counseling, financial aid, skill enhancement and assessment, employability preparation, and student-directed activities.
- Assessing student performance and outcomes to enhance learning.
- Allocating resources to ensure a safe, accessible, and student-friendly learning environment.
- Monitoring integrity through interaction with program advisory councils, a general advisory council, and evaluation by approving agencies.
- To serve as a valued community leader and partner in the educational, economic, and workforce development of our service area by:
 - Offering continuing education courses

to meet the lifelong learning needs and interests of the residents in our service area.

- Offering community service programs and activities to enhance the civic and cultural life of the residents in our service area.
- Providing customized training for business, industry, and government to assist in updating, upgrading, and cross-training their employees.
- Providing specialized pre-employment and on-the-job training to meet the needs of service area employers.

History of Manhattan Area Technical College

In 1965 the Kansas State Board of Education established this institution under authority granted by Kansas Statutes Annotated 72-4412, and named it the Manhattan Area Vocational - Technical School. Educational programs were initially offered on the campus of Manhattan High School. MATC's current campus, located at 3136 Dickens Avenue in Manhattan, Kansas, was occupied in 1967.

Through the years, the increasing influence of advancing technology in business and industry, health and emergency services, and government has made strong technical skills a requirement in most professions. This evolution has made it popular to refer to vocational-technical training as, simply, technical education. In that spirit, the school was renamed in 1992 as Manhattan Area Technical Center.

Legislation passed in 1994, Kansas Senate Bill 586, amended K.S.A. 72-4412 and provided the opportunity for technical schools to apply for conversion to technical colleges. In 1996, Governor Bill Graves signed into law Kansas House Bill 2606, which amended K.S.A. 72-4412, and designated the school as Manhattan Area Technical College.

Service Territory

Since its establishment, Manhattan Area Technical College has served an area of Kansas that includes citizens and communities in ten counties, i.e., Clay, Dickinson, Geary, Marshall, Morris, Nemaha, Pottawatomie, Riley, Wabaunsee, and Washington. MATC provides advanced education and technical preparation to students from communities all over Kansas, as well as other states.

Accreditation

Manhattan Area Technical College is accredited with the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Ste. 2400, Chicago, IL, 60602-2504; (312) 263-0456; <http://www.ncahigherlearningcommission.org>. It is approved with the Kansas Board of Regents, 1000 SW Jackson, Ste. 520, Topeka, KS 66612-1321, and the U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-0498.

Other program-specific accrediting/approving/certifying agencies are the National League for Nursing Accrediting Commission, 61 Broadway - 33rd Floor, New York, NY 10006, 800-669-1656 ext. 153; Kansas State Board of Nursing, Landon State Office Building, Suite 551S, 900 SW Jackson, Topeka, KS 66612; and the U.S. Veterans Administration, 5500 E. Kellogg, Wichita, KS 67218-1698.

Organization

Manhattan Area Technical College is a public, independently governed institution of higher education. The president of the college is the Chief Executive Officer and reports to the Board of Directors while managing all college operations. The administration reports to the president and assumes the responsibilities of the president in his/her absence. In addition, more than 120 volunteer council members, representing a cross section of business and industry, advise Manhattan Area Technical College faculty and staff.

Faculty

Faculty members at Manhattan Area Technical College are experienced practitioners who work closely with students to teach and mentor each individual. Instruction is focused on competencies, and the typical student-to-instructor ratio is 18:1.

Faculty members' practical experience and continued relationships with industry prove to be excellent resources for them as they advise students and prepare them for success in the workplace.

Programs

Nationally, workplace technology has advanced exponentially and has impacted almost every industry. Thus, Manhattan Area Technical College programs are designed to prepare students to enter the workforce in a relatively short period of time with the technical skills needed to gain satisfactory employment in their chosen discipline. Technical education is a time-efficient, cost-effective means of achieving career education. With the education and experience they gain, graduates have the potential to open doors of opportunity that otherwise might have been inaccessible. The ultimate goal of each technical program, course, or seminar is successful employment for graduates.

Academic Programs

Eleven programs of study are available to develop competent, responsible, and motivated individuals. The programs offered at MATC are:

- ◆ Air Conditioning & Refrigeration
- ◆ Automotive Collision Repair
- ◆ Automotive Technology
- ◆ Building Trades
- ◆ Business & Computer Technology
- ◆ Computer-Aided Drafting Technology
- ◆ Electric Power & Distribution
- ◆ Information & Network Technology
- ◆ Practical Nursing
- ◆ Associate Degree Nursing
- ◆ Welding Technology

Each program offers focused preparation in specific skills aimed at preparing graduates to pursue technologically advanced careers in the changing workplace. Successful completion of a program of study is rewarded with the granting of a technical certificate or an associate of applied science degree.

Non-Credit Offerings

In addition to the 11 occupational programs, MATC offers short-term, non-credit courses in areas including:

- ◆ Basic Employability Skills Training
- ◆ Business Skills
- ◆ Command Spanish
- ◆ Computer Applications
- ◆ Emergency Medical Services
- ◆ Health Occupations
- ◆ Industrial Skills
- ◆ Trades and Construction Apprenticeships
- ◆ Supervision and Management Skills
- ◆ Other training requested by the public which meets the community's needs

Workforce Development Center

Manhattan Area Technical College's Workforce Development programs provide individuals with the opportunity to participate in credit and non-credit short-term courses.

Workforce Development courses are scheduled throughout the year and are also offered to interested parties (assuming sufficient enrollment) "*Anytime, Anywhere, for Anything.*"

The courses are offered in a variety of instructional areas related to community and business and industry needs. Schedules describing these courses are made available on campus and on MATC's web site (www.matc.net) as well as directly to individuals requesting one. Schedules are also available to the public in local and area libraries as well as in workforce centers and numerous high traffic areas and retail businesses where community information is accessible.

Enrollment in workforce development courses is provided on a first-come, first-enrolled basis. Employers or public agencies sometimes sponsor individuals. Fulfillment of the requirements of a workforce development course is rewarded with a certificate of completion and continuing education units (CEUs).

The *Workforce Development Center* provides several services that are designed to help employers identify the skills needed for specific jobs, determine the appropriate level for effective performance, and develop customized training programs to bring employees to optimum skill levels for increased business productivity.

- **Custom Training** can be provided by the *Workforce Development Center* to meet employers' precise skill needs. Instruction can be closely targeted to workplace needs using a company's specific applications and can be offered at the business site or at MATC. Depending on the employee's career objectives, instruction can be offered for certification, college credit, or degree track.
- **Grant Programs** through the Kansas Department of Commerce and Housing are available to qualifying companies to help with training costs. The *Workforce Development Center* can assist a company in securing training funds from different sources including the Kansas Industrial Retraining (KIR), Kansas Industrial Training (KIT), and Kansas First grants. These grants are available to firms engaged in manufacturing, distribution, service, transportation, and tourism, as well as other areas.

Admissions Policy

Admission to MATC programs of study

Persons desiring to attend MATC must submit a completed application for admission, along with a nonrefundable application fee. MATC offers daytime and evening technical and general education courses. **Due to limited class size, applicants are admitted and enrolled on a first-applied, first-enrolled basis.** If all daytime and evening technical courses are full, applicants can enroll in general education courses on Manhattan Area Technical College's campus

while they wait to enroll in the technical courses. We encourage applicants to visit an MATC counselor to discuss options.

All prospective students whose primary language is not English must demonstrate English language proficiency before they can enroll for the first time at Manhattan Area Technical College. Applicants can show English competency by completing the testing explained below. The cost incurred is the sole responsibility of the individual.

Tests used to measure English proficiency, together with required minimum scores, are:

Test of English as a Foreign Language (TOEFL)

= 490 (paper-based) or
163 (computer-based)

and

Test of Spoken English (TSE) = 45

Registration forms for testing may be obtained from

Academic Assistance
Room 101, Holton Hall
Kansas State University
Manhattan, KS 66506
785.532.6492

Admission for High School Students

High school students attending MATC *full-time* will be enrolled as non-certificate/degree seeking students. They may receive concurrent high school/college credit, which can be applied toward a Manhattan Area Technical College technical certificate/degree following the student's high school graduation. (Part-time enrollments will be considered if program space is available.)

International Students

Manhattan Area Technical College is not authorized by the U.S. Department of Justice to complete Immigration and Naturalization Service paperwork for students seeking admission through a student visa.

Provisional Acceptance into MATC Programs

Applicants will receive notification of acceptance approximately six months prior to the start date of class. Acceptance is provisional, contingent upon the applicant attending New Student Orientation prior to class start date.

New Student Orientation

Provisionally accepted students attend New Student Orientation approximately two months prior to the class start date. At orientation, faculty and staff provide vital information that will help students make a successful transition to Manhattan Area Technical College, including:

- ◆ MATC policies & procedures
- ◆ Program course schedules
- ◆ Performance expectations
- ◆ List of required tools/equipment/uniforms/textbooks
- ◆ Financial aid/tuition information
- ◆ COMPASS testing

Electric Power and Distribution

Applicants for admission to the Electric Power and Distribution program must be at least 18 years of age prior to beginning the required summer internship in June. Additionally, applicants who have been admitted for enrollment must be eligible to obtain a Class A Commercial Drivers License (CDL) and must provide verification of that eligibility by submitting a current copy of their driving record before beginning the program. To obtain the

CDL, a student must have a current, valid driver's license. (A suspended or revoked license will prevent a student from obtaining the CDL.) Admitted applicants must also submit a completed CDL Physical Examination Form to verify good health and physical condition.

Nursing

Applicants for admission to the Practical Nursing (PN) program must provide a copy of a high school diploma or GED to qualify for admission. In addition, applicants must take, and receive qualifying scores on, reading and math assessments. All PN applicants are required to have a current Kansas Certified Nurses Aide (CNA) certificate to be eligible for admission. Applicants for the Associate Degree Nursing (ADN) program must have a current Kansas PN license.

Before working in a clinical setting, students in both the PN and ADN programs must have up-to-date immunizations, a current CPR certificate, and a completed MATC health record. These requirements are satisfied at the prospective student's expense.

Applicants for both the PN and ADN programs must have completed prerequisite courses with a grade of C or better to qualify for admission. (See Programs of Study for prerequisite course listings.)

Notice: An applicant for nursing licensure in the state of Kansas must "have graduated from a high school accredited by the appropriate legal accrediting agency or obtained the equivalent of a high school education, as determined by the state department of education." KSA 65-1116, and KSA 65-1116. Applicants to the nursing program should be aware that certain criminal convictions would deny or restrict access to a Kansas nursing license. Specific information about these convictions is identified in Kansas law (KSA 65-1120). Please check with the Manhattan Area Technical College Division Chair of Nursing and Allied Health (785-587-2800, ext. 4129), or the Kansas State Board of Nursing (785/296-4325) if you have questions.

Philosophy of Assessment

Manhattan Area Technical College's faculty and staff are committed to a comprehensive institutional assessment program that promotes continuous improvement in all aspects of programs and services critical to the success of the College. Convinced that learning-oriented effectiveness is of primary importance in

meeting the institution's mission, the faculty has placed an emphasis on the assessment of student learning.

Manhattan Area Technical College also recognizes the importance of assessment and improvement activities related to organizational structure. These activities, designed to complement the assessment of student learning, enhance the planning and implementation of strategic initiatives as well as the operational functions of the College, are executed as part of a comprehensive plan.

Demonstrating ongoing institutional improvement is necessary to ensure the continuing success of the College. MATC is strengthened by its ability to respond quickly and effectively to changing student and stakeholder needs through a systematic and well-practiced methodology involving assessment, evaluation, and action to address the identified opportunities for improvement. This allows the College to compete in an educational arena where prospective students have a myriad of options. In addition, as legislative bodies and accrediting organizations search for ways to enhance accountability among educational institutions, the documentation produced by this ongoing improvement process facilitates the reporting required for compliance with these regulatory and accrediting agencies.

COMPASS Testing

Students must **qualify** to enroll in degree-level writing (English Composition I) and math (Technical Math or Intermediate Algebra) through ACT or COMPASS scores. The scores on these assessments determine placement in English and math courses. Students who have undergone COMPASS testing or ACT testing within three years of their Manhattan Area Technical College enrollment date may use those scores for evaluation to determine their placement in general education courses.

Assessment of Incoming Undergraduates

All incoming Practical Nursing undergraduates are required to complete the Work Keys Reading for Information and Applied Mathematics assessments to allow Manhattan Area Technical College to gauge students' aptitudes and recommend developmental work as necessary. Work Keys assessment scores affect acceptance into the Practical Nursing program.

Academic Information

Degrees and technical certificates will be conferred in the name of the Manhattan Area Technical College Board of Directors to students successfully completing the required curriculum. Students finishing short-term courses will be granted written evidence of successful completion. Students not finishing a program of study may, upon written request, be issued a transcript of courses completed.

General Education

General education courses at Manhattan Area Technical College are designed to enhance students' critical thinking, problem solving, and communication skills. The general education core abilities include proficiency in the following areas:

- Communicating effectively in written and oral forms;
- Critical thinking and problem solving;
- Identifying, accessing, and evaluating information and materials;
- Gaining knowledge of self; and
- Exhibiting tolerance of and respect for diversity in human abilities, cultures, age, and beliefs.

Associate of Applied Science Degree

The Associate of Applied Science degree is designed primarily to prepare students for employment in an occupation or closely related cluster of occupations. An Associate of Applied Science degree will be awarded upon satisfactory completion of a program of study of not less than sixty-two (62) credit hours, including the general education requirements that have been designated for each program of study. Programs may have general education and technical requirements above the minimums. Please refer to the specific program of study for complete listing of requirements.

MATC course work will meet the technical specialty requirements; general education requirements can be met through completion of specified course work at MATC or from a regionally accredited college or university. The general education requirement may be completed prior to enrollment at MATC, concurrent with technical specialty requirements, or following completion of the technical requirements. All general education credits must be accounted for within five (5) years of the date of completion of the technical program.

A student who plans to complete an A.A.S. degree must have attained a high school diploma or GED prior to the awarding of the degree and maintain a minimum cumulative GPA of 2.0 and a 2.0 in the technical required specialty courses. While the A.A.S. degree is designed to enhance employment opportunities, articulation agreements have been established with four-year universities to recognize this degree for transfer of credits. See the MATC counselor for more information about these transfer opportunities as well as degree planning assistance. Transfer of credit is at the discretion of the receiving institution. MATC does not guarantee transfer of credit.

Manhattan Area Technical College provides the Associate of Applied Science degree in the following disciplines:

- ◆ Air Conditioning and Refrigeration
- ◆ Automotive Collision Repair
- ◆ Automotive Technology
- ◆ Building Trades
- ◆ Business and Computer Technology
- ◆ Computer-Aided Drafting Technology
- ◆ Electric Power and Distribution
- ◆ Information and Network Technology
- ◆ Nursing
- ◆ Welding Technology

Minimum A.A.S. Degree Requirements

- General Education – minimum 15 credit hours
 - Communications – 3 credit hours
COM 105 English Composition I – Grade MUST be a C or better
 - Math – 3 credit hours
MAT 105 Technical Mathematics or above
 - Additional General Education – 9 credit hours
- **Communications**
 - COM 115 Public Speaking
 - BUS 120 English for Careers
 - BUS 125 Business Communications
- **Computer Science**
 - CIS 100 Software Applications
- **Math**
 - MAT 105 Technical Mathematics or
 - BUS 110 Business Mathematics
- **Social/Behavioral Science**
 - PSY 100 General Psychology
 - SOC 100 Introduction to Sociology
- Technical Specialty – minimum of 32 credit hours
- Related Technical Courses – minimum of 12 credit hours

Required General Education Courses 15 hours

Required Technical Specialty/Related Courses 47 hours

Minimum Graduation Requirement 62 hours

Technical Certificates

A technical certificate is awarded to students who have successfully completed the necessary program courses and program-specific competencies with a cumulative grade point average of 2.0 or higher. Eligibility for a technical certificate requires students to account for all mandatory technical and general education courses within five (5) years of the date of their leaving prior to completion of the technical program. The Vice President of Instructional Services must approve any exceptions.

Manhattan Area Technical College provides technical certificates in the following disciplines:

- ◆ Air Conditioning and Refrigeration
- ◆ Automotive Collision Repair
- ◆ Building Trades
- ◆ Business and Computer Technology
- ◆ Electric Power and Distribution
- ◆ Practical Nursing
- ◆ Welding Technology

Articulation/Transfer of Credit Policy

Undergraduate students may transfer credit from other institutions of higher education that are accredited by a regional accrediting agency recognized by the U.S. Department of Education. Note: Do not enroll in courses through another college or university without first calling MATC Student Services personnel (1.800.352.7575) to determine if the class(es) will meet MATC's transfer criteria.

Students may seek award of credit received from a secondary institution that has in place a current Articulation Agreement with Manhattan Area Technical College in the students' intended program of study. Articulated credit refers to credit earned from a secondary (high school) course that directly corresponds to a course within a program of study that leads to attainment of a technical skill proficiency, industry-recognized credential, certificate, or associate of applied science degree. Students seeking transfer of credit or award of articulated credit must meet the

same admissions requirements as all Manhattan Area Technical College students.

Transcription by Manhattan Area Technical College of credit from another institution will require the student to:

- Have an **official** transcript from the secondary institution or institution of higher education on file with MATC (student-issued transcripts are not acceptable);
- Have a C or higher in all classes being considered for transfer or award of credit;

Students are encouraged to visit with the Vice President of Student Services to determine the transferability of courses. Only those courses that apply directly to the students' program of study will be transcribed. The transfer of credit to other schools is entirely up to the receiving institution. MATC does not guarantee credit transfer.

Attendance Policy

Manhattan Area Technical College faculty members are dedicated to students' job-skill and employment preparation and believe that poor attendance may result in incomplete knowledge and skill development. Therefore, department instructors specifically address in their course syllabi the attendance guidelines for students enrolled in their program. If a student is absent from a class for five (5) consecutive days and has made no contact with any Manhattan Area Technical College faculty/staff member, an instructor may drop the student from the class roster on the sixth consecutive day. (*Note: This does not constitute an official withdrawal as defined in the Drop/Withdrawal policy.*) Any student who is dropped from a class roster due to excessive absenteeism may appeal to the Vice President of Student Services for reinstatement in the class.

Credit by Examination

Students who have knowledge or experience in an area paralleling instruction in an MATC class may apply for credit by examination for any class to a maximum of nine (9) hours of credit by examination per transcript. This examination, developed by the program instructor(s), will be comparable to a comprehensive review of the class content and will be administered by either an MATC instructor or administrator.

The credit by examination procedures will include the following:

1. Student must be accepted for enrollment in

a specified MATC technical certificate or degree program.

2. Student may apply for a maximum of 9 credit hours by examination.
3. Student may seek credit by examination for any course providing the following criteria have been met:
 - Student has not previously failed the course.
 - Student has not previously received credit for the course.
 - Student must have completed the credit by examination successfully prior to the completion of 25% of the course.
4. Student must complete an Application for Credit by Examination, which includes permission/signatures from the Instructor and the Vice President of Instructional Services. This form will be maintained in the student's permanent file.
5. Student will pay a credit by examination fee of \$25.00 per course, plus all applicable tuition and fees, prior to the administration of the examination.
6. The instructor will grade the exam and discuss the exam results with the Student within five business days of the date of the exam.
7. Credit earned by examination will be transcribed as "credit."

Drop/Withdrawal Policy

Note: An official withdrawal is the date a completed Course Withdrawal Form is received in the Manhattan Area Technical College office.

A student may officially withdraw from a course with no transcribed notation of enrollment if the Drop/Add form is completed and received by the MATC office by the 10th day of the semester. A grade of W will appear on the student's transcript if the student officially withdraws from a course by the 44th day of the semester (see calendar on page 3 for exact dates). If a course has been completed prior to the 44th day of the semester, an earned grade cannot be changed to a W. After the 44th day the student will receive a transcribed grade based on work completed relevant to the course requirements.

Readmission Policy

A student who withdraws from a program may return to that program without payment of a

new application fee if the return is within one year of the date of the student's withdrawal.

The student may return at the next equivalent start date on a space available basis.

Returning students must pay any outstanding balances prior to readmission and must pay tuition based on the rate at the time of readmission. Any grades previously recorded on the student's transcript will remain on the transcript. A student considering withdrawal should first talk with the MATC Counselor for clarification of options.

A student who is dismissed due to disciplinary action or academic reasons may be re-admitted to the same program contingent on the following: completion of an MATC application form and payment of the application fee; program space availability based on date of application submission; re-entry within one year of the dismissal date, and/or as stipulated in the terms of dismissal; and payment of all outstanding balances. Returning students will pay tuition based on the rate at the time of readmission. Any grades previously recorded on the student's transcript will remain on the transcript.

Tuition and Fees

Tuition and fees are due at the beginning of each semester and are determined by the number of credit hours in which a student is enrolled. A student who has not met this obligation within 10 days after the due date may be dismissed from Manhattan Area Technical College. This does not apply to students who have financial aid eligibility and plan to use those funds for tuition and fee payment. For those students, payment will be expected from the first financial aid check.

Tuition and Fees Refund Policy

Students enrolled in undergraduate course may be eligible for a refund of tuition/fees upon official withdrawal from a course or complete withdrawal from MATC. Refunds are calculated based on the day a MATC Drop/Add form is received by the MATC office, not when the student stopped attending class. Failure to attend a class does not constitute official withdrawal.

Upon an official withdrawal, tuition/fee refunds will be calculated based on the following guidelines:

- Received by the 3rd day of the semester= 100% refund of tuition & fees

- Received by the 7th day of the semester= 80% refund of tuition only
- Received by the 11th day of the semester= 50% refund of tuition only

(See calendar on page 3 for exact dates)

Military-related Refunds

Any Manhattan Area Technical College student who is serving in the National Guard or reserves and is called to active duty during an academic term is entitled to a full refund of tuition and fees for any courses for which the student has not received a grade. Any Manhattan Area Technical College student drafted and required to report for active duty during an academic term is entitled to a full refund of tuition and fees for any courses for which the student has not received a grade.

No refund of fees and tuition is due for any classes for which the student is awarded full credit. All refunds are contingent upon verification of status through official military documentation. Any student who volunteers for military service during an academic term will be subject to MATC's non-military refund policy.

Title IV Funds Refund Policy

Undergraduate students receiving Federal Financial Aid who completely withdraw from Manhattan Area Technical College are subject to the Department of Education's Return of Title IV Funds policy which is different from the MATC policy. A copy of the Return of Title IV Funds policy is available from the MATC Financial Aid Office.

Financial Aid

The Financial Aid staff at Manhattan Area Technical College is dedicated to assisting students with the process of applying for and receiving their financial aid.

The first step in determining your eligibility for Title IV Federal Financial Aid (Pell Grant, SEOG Grant, ACG Grant, Work Study and Stafford Student Loans) is to complete the Free Application for Federal Student Aid (FAFSA). You can do this by completing the paper FAFSA (available through MATC or a high school counselor) or you can complete the FAFSA electronically at www.fafsa.ed.gov. Although MATC has no priority deadline you should complete the FAFSA as early as possible. For the results of your FAFSA to be processed by MATC, you must have submitted an admissions application.

For students to be eligible for Title IV aid at MATC you must be:

- enrolled in a Technical Certificate or Associate of Applied Science degree program
- enrolled at least half-time
- a high school graduate or have a GED
- a U.S. citizen or eligible non-citizen
- registered with Selective Service, if required to do so
- cannot be in default on a federal education loan, or owe a repayment on a federal grant
- maintain Satisfactory Academic Progress (2.0 GPA or higher and complete 75% of enrolled classes)

First-time students at Manhattan Area Technical College who are borrowing under the Federal Family Educational Loan program for the first time must be in school 30 days before loan proceeds are disbursed. All financial aid, with the exception of Federal Work Study and the Federal Parent PLUS Loan, is applied directly to a student's account on a semester basis. After tuition and fees are paid, any remaining credit balance will be returned to the student.

Satisfactory Academic Progress

Federal regulations require that financial aid recipients maintain Satisfactory Academic Progress (SAP) in order to remain eligible for Title IV Federal Financial Aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competiveness Grant, Federal College Work Study, Federal Stafford Student Loans and Federal Parent Loans).

Satisfactory Academic Progress at MATC requires:

- Cumulative GPA of 2.00 (on a 4.00 scale) or higher for all coursework taken at MATC (including general education courses).
- Completion of at least 75% of attempted credit hours. For example: If a student attempts 15 credit hours but only completes 9 credit hours, he/she will have only completed 60% of the attempted hours and will not meet SAP guidelines.

- Maximum hours attempted at MATC (including general education courses) cannot exceed 150% of the published length of the student's program. For example: Students enrolled in a 40 credit hour technical certificate program may be eligible for Title IV Federal Aid for a maximum of 60 credit hours. Students enrolled in a 62 credit hour associate degree program may be eligible for Title IV Federal Aid for a maximum of 93 credit hours.
- At the end of each semester, or when otherwise requested, grades are submitted to the MATC Director of Student Records and Satisfactory Academic Progress is determined. All students not meeting SAP are notified in writing that they are not eligible for Title IV Federal Aid for the next semester. Continued unsatisfactory work may be grounds for dismissal from the program.
- Title IV Federal Aid can be reinstated when SAP requirements (listed above) are met, or by appeal. In order to appeal, a student must complete the Satisfactory Academic Progress Appeal Form available in the MATC office or at www.matc.net.
- A student who has lost Title IV Federal Aid eligibility may still enroll and pay tuition and fee charges from their own resources.

Title IV Federal Aid Available at MATC

Federal Pell Grant – A need-based grant program for students who have not earned a

Bachelor's degree. A student's eligibility is determined by their enrollment status and their Expected Family Contribution (EFC). The EFC is determined by the completion of the FAFSA. Awards range from \$890 - \$4731 per academic year.

Federal Supplemental Opportunity Grant (SEOG) – A need-based grant program for students with exceptional financial need giving priority to students eligible for Federal Pell Grant who have not earned a Bachelor's degree. Awards at MATC range between \$100 - \$500 and are disbursed during the spring semester.

Federal Work Study (FWS) – A program that provides jobs for students with financial need. Students are placed in specific jobs both on and off campus. Students are allowed to work a maximum of 20 hours per week at \$6.50 per hour. Students are paid according to MATC payroll procedures.

Federal Stafford Student Loans – A low interest loan program available to both students and their parents. A dependent student (for the purpose of Title IV Federal financial aid a student is considered dependent if their parent(s) were required to include their information on the FAFSA) can borrow up to \$3500 as a freshman and \$4500 as a sophomore. An independent student can borrow up to \$3500 and \$4000 additional unsubsidized as a freshman and \$4500 plus \$4000 additional unsubsidized as a sophomore. Whether the \$3500 and \$4500 are subsidized or unsubsidized is determined by the MATC Financial Aid office based on the results of the FAFSA, the program cost of attendance and other aid the student is receiving.

Subsidized Loans – A need-based loan where the interest is paid by the federal government while the student is enrolled at least half time and for a 6 month grace period after leaving school or dropping below half time. Repayment on this loan also begins 6 months after the student leaves school or drops below half time enrollment status. For 2008 -2009 the interest rate is a fixed 6.0%.

Unsubsidized Loans – A non need-based loan where the interest is the responsibility of the student from the time the loan is disbursed until it is paid in full. The student has the option of paying the interest as it accrues or capitalizing it on the loan. Repayment of the loan begins 6 months after the student leaves school or drops below half time. For 2008-2009 the interest rate is a fixed 6.8%

Parent PLUS Loan – A non need-based loan available to parents and/or step-parents with a good credit history to assist with educational expenses of a dependent student. (For the purpose of Title IV Federal financial aid a student is considered dependent if their parent(s) were required to include their information on the FAFSA). The interest begins to accrue at the time the loan is disbursed and is the responsibility of the parent. Payment on the loan begins within 60 days of the second disbursement and is also the responsibility of the parent who took out the loan. Funds are disbursed in two disbursements, half each semester. A parent can apply through MATC or online at www.matc.net

Scholarships

MATC Merit Scholarship – Each semester, MATC awards \$500 scholarships to those deserving students beginning their program of study. Awards, which are determined according to applicant academic records and leadership qualities, are designed to recognize those individuals having excelled in their respective pursuits. Applications are mailed with Orientation information or online at www.matc/forms. Prospective students must have been admitted to MATC prior to being considered for the MATC Merit scholarship. Application deadlines are June 1 for students beginning in the fall semester and December 1 for those beginning in the spring semester.

Additional MATC scholarship opportunities will be available throughout the year at MATC. Notification of those scholarships will be posted on campus and via student email accounts.

Kansas Board of Regents Vocational Education Scholarship – This \$500 scholarship was established to provide financial assistance to full-time students who enroll in Kansas vocational programs. You must be a Kansas resident, a graduate from an accredited high school or Kansas GED, and take the designated vocational scholarship test. An application is available at MATC, your high school counselor, or online at www.kansasregents.org/financial_aid/awards.html.

Kansas Nursing Service Scholarship – This scholarship was established to provide financial incentives for students to pursue nursing as a field of study and to practice nursing in Kansas with an emphasis on rural areas. You must be a Kansas resident, admitted to an eligible nursing program, enrolled full-time, must secure sponsorship of an eligible Kansas medical provider, complete the

Free Application for Federal Student Aid, and complete the Financial Aid Sources for Kansas Students form. The award is \$2500 for Practical Nursing and \$3500 for Associate Degree Nursing. An application is available at MATC or online at www.kansasregents.org/financial_aid/awards.html.

Other Scholarship Opportunities

Army Emergency Relief Education Programs - www.aerhq.org

Global Automotive Aftermarket Symposium – www.globalsymposium.org

Hispanic Scholarships – www.hispanic-scholarship.com/

Sallie Mae Scholarship Program - www.thesalliemafund.org

United Negro College Fund - www.uncf.org

USA Funds - www.usafunds.org

Scholarship search sites - www.fastweb.com, www.scholarships.com

Community Organizations – American Legion Auxiliary, Rotary Club, churches, etc.

Other Resources

Veterans Education Benefits – The Kansas Commission on Veteran's Affairs has approved VA educational benefits for all MATC programs. Veterans, reservists, and eligible dependents requesting benefits must complete the appropriate forms which are available from MATC, the Department of Veterans Affairs at 888.442.4551, or online at www.gibill.va.gov.

Agencies

Heartland Works/WIA – Programs for assistance with educational expenses for low income, single parent, dislocated worker, and displaced homemaker. To apply contact the office in your area: Manhattan – 785.539.5691, Junction City – 785.762.8870, other KS locations – 785.234.0552

Workforce Development Loan Program - Loan forgiveness program for someone currently receiving federal assistance from a Kansas WIA program or you or someone in your household is receiving SRS Temporary Assistance for Families cash assistance any time during the past three years. Applications available through MATC or online at www.kansasregents.org/financial_aid/awards.html.

SER Corporation – Provides educational assistance for eligible students who have work

experience or a parent has work experience in the agriculture area. To apply contact the Hays office at 877.723.4016

United Tribes of Kansas – Educational assistance programs for students of Native American decent. To apply contact their office at 785.364.2234

General Policies & Procedures

Academic Honesty

Plagiarism (using others' ideas and words without clearly acknowledging the source of that information), copyright infringement (copying someone else's copyrighted items without permission of the copyright owners), and cheating are serious offenses. Any student guilty of any or all of these offenses may be punished by failure on the exam/assignment/project, failure in the course, and/or suspension or expulsion from Manhattan Area Technical College.

Advanced Standing

Credit may be given for course work completed at other institutions and, in some situations, for specific practical experience. Advanced standing in programs of study is determined on an individual basis by Manhattan Area Technical College program instructors and administration.

Articulation of Tech Prep Credit

Recent area high school graduates may receive college credit for coursework completed in high school through existing articulation agreements. See an MATC counselor for details.

Concurrent Enrollment

Students who are attending another educational institution (high school, community college, or university) while concurrently enrolled in Manhattan Area Technical College courses should be aware of that institution's policies and procedures regarding student enrollment and attendance. The student must meet admissions and enrollment guidelines provided by that institution.

Credit Transfer to Other Institutions

The transfer of Manhattan Area Technical College credit to other colleges is entirely up to the receiving institution. MATC does not guarantee transfer of its credit.

Technical Certificate/Degree Requirements for Graduation

Students who intend to graduate with a technical certificate or associate degree must apply for permission to graduate. Steps involved in the application process are:

1. Complete the Application for Graduation form available from the Coordinator of Student Records.
2. Satisfactorily complete all course work for technical certificate programs. (Satisfactory completion is defined within each course syllabus.)
3. Complete (with a grade of C or higher) a minimum of 6 credit hours of course work in mathematics and written communication.
4. Achieve a cumulative GPA of 2.0 or higher in major.
5. If applying for an Associate of Applied Science degree, provide an official transcript verifying high school graduation or General Educational Development (GED) program completion.
6. If applying for an Associate of Applied Science degree, provide official transcripts verifying general education and elective courses from regionally accredited colleges and universities.

7. Fulfill all financial obligations to Manhattan Area Technical College.

Additionally, students pursuing the Associate of Applied Science degree must successfully complete (with a grade of C or higher) a minimum of 15 credit hours of course work in mathematics, written communication, oral communication, and social science, as well as any required elective credit hours, from a regionally accredited academic institution of higher education within 5 years of the date of graduation from the MATC technical program.

Student Support & Services

Events

Students are encouraged to participate in the many activities Manhattan Area Technical College hosts throughout the school year. Two major events are Insight/Onsite (6th grade tours) and Open House. These events involve students, faculty, and staff in promoting MATC to area youth, parents, prospective students, and the general public.

Organizations

National Technical Honor Society

The National Technical Honor Society is an honor organization for students enrolled in career and technical education. The purpose of the organization is to promote the ideals of honesty, service, leadership, and skill development; to reward excellence in workforce education; to develop self-esteem and pride; to encourage students to reach for higher levels of achievement; to promote business and industry's critical work-place values - honesty, responsibility, initiative, teamwork, productivity, leadership, and citizenship; and to champion a stronger, more positive image for workforce education in America. Membership in the society is awarded on a merit basis

Student Government Organization (SGO)

The Student Government Organization, made up of student representatives from each program of study at Manhattan Area Technical College, acts as a liaison between the student body and administration and faculty, plans activities for students, represents Manhattan Area Technical College at college and community events, and participates in a variety of philanthropic activities. Its primary mission is to sustain a high quality of student life at MATC.

Services

Accident Insurance

Despite all precautions, students at Manhattan Area Technical College may become involved in accidents and/or incur injuries related to their attendance and studies at MATC. It is in the best interest of all students that some measure of protection is provided. Therefore, a group accident policy exists that provides coverage for all accidents that occur during the school year on school premises or during College-supervised activities. Payment for protection is included in the application fee. This is a supplemental policy that provides coverage if the student is without personal insurance, or if the personal insurance does not cover the cost of the claim. It is important that all accidents, regardless of the severity, be

reported to an instructor, and an Incident Report be submitted to the administrative office.

Counseling

A Manhattan Area Technical College counselor is available on a walk-in basis or by appointment to assist students with career or academic concerns, or with personal interests and concerns. The counselor is also accessible for advice and assistance concerning employability skills such as resume and cover letter preparation, job search organization, and interviewing techniques.

Confidentiality: A high value is placed on the confidentiality of information about individual students at Manhattan Area Technical College. If there is a need to share information in student records, the student will first be consulted and asked to sign a form authorizing transfer of the information. The form specifies both the information to be released, as well as to whom and by whom it is to be released. The student may revoke the permission by giving written notice at any time. (Also see the Release of Student Information section).

Job Placement Assistance

It is the sole responsibility of individual students to secure employment following graduation. To assist students and graduates in their endeavors, Manhattan Area Technical College representatives pursue relationships with employers in business and industry to identify and coordinate employment opportunities for MATC graduates. Efforts are made to recruit prospective employers and arrange on-campus and off-campus interviews. An area is maintained in the MATC Library to provide students and graduates with convenient and continuous access to employment information. It is a resource (books, directories, periodicals and videos) location for job search-related activities. Additionally, employment opportunities are posted in program areas and on a job board outside the library on a regular basis.

Learning Resource Center

The Learning Resource Center (LRC) is available to all Technical College students for help with basic reading, writing, math, and computer skills. An open-lab format enables ready access to 12 computer workstations, a laser printer, a scanner, and a fax, all of which are available for use by students and graduates. The LRC also provides specialized short courses in computer usage. Upon request, small group instruction workshops can be formed, and/or students can receive individualized help.

Library

MATC's library supports both general education courses and program curriculum. All MATC students, faculty and staff have access to print resources, electronic databases, video and audio material, as well as Inter-library Loan. At the beginning of each semester, new students receive a library orientation over current resources and database searching. Four computer workstations with Internet access are available for research projects. A coin operated copy machine and paper shredder are located in the library for student use.

MATC Library is a member of the North Central Kansas Library region, which allows students to access resources from other member libraries through Inter-library Loan.

Services for Special Needs Students

Faculty and staff at Manhattan Area Technical College are sensitive to the special needs of students with documented physical and/or learning disabilities, and will work with them in their pursuit of their educational goals. All students with special needs or disabilities MUST provide medical documented proof to Student Services in order for MATC to provide an academic environment that addresses the needs of the disability.

Transcripts

Transcripts will be prepared upon written request from Manhattan Area Technical College students, former students, or graduates at a cost of \$5.00 per transcript to former students and graduates. Transcripts for graduating students will be obtainable within 10 days of the last day of the semester. Transcripts are available for continuing education students as of Fall 1994, and for all workforce development students as of Spring 2004. Transcript request forms are available in the MATC main office or on the web page at www.matc.net. Transcripts released directly to students will be stamped "Issued to Student" and may not be considered "official" transcripts. Students must pay all outstanding debts to Manhattan Area Technical College before their degree/technical certificate and/or transcript will be released. Any release of a Manhattan Area Technical College student transcript will be approved and documented by the Registrar. Official transcripts or reproductions of official transcripts from other institutions cannot be released to any individual or institution.

Academic Programs

The following programs of study for technical certificate completion are provided to assist students in planning their academic programs. Those courses listed as major specialization courses are required for completion of a technical certificate program. In order to obtain an Associate of Applied Science degree, a student must complete the general education and elective course requirements as outlined in the A.A.S. Program of Study.

Air Conditioning & Refrigeration

Certificate Program
Requirements
38 SCH

Year 1 Fall Semester

Course #	Course Title	Credit Hours
HVA 100	Refrigeration Theory	4
HVA 110	Electrical Theory	3
HVA 120	Domestic Refrigeration	3
HVA 130	Controls & Motors	3
HVA 140	Heating	3
COM 101	Technical Writing	3
Total		19

Year 1 Spring Semester

Course #	Course Title	Credit Hours
HVA 150	Cooling	3
HVA 160	Advanced Electrical Theory	3
HVA 170	Design & Blueprint Reading	3
HVA 180	Commercial Refrigeration	4
HVA 185	Customer Service	1
HVA 190	Project Management or	2
HVA 199	Occupational Work Experience	
MAT 105	Technical Math	3
Total		19

A.A.S. Degree Program
Requirements
62 SCH

Year 1 Fall Semester

Course #	Course Title	Credit Hours
HVA 100	Refrigeration Theory	4
HVA 110	Electrical Theory	3
HVA 120	Domestic Refrigeration	3
HVA 130	Controls & Motors	3
HVA 140	Heating	3
Total		16

Year 1 Spring Semester

Course #	Course Title	Credit Hours
HVA 150	Cooling	3
HVA 160	Advanced Electrical Theory	3
HVA 170	Design & Blueprint Reading	3
HVA 180	Commercial Refrigeration	4
HVA 185	Customer Service	1
HVA 190	Project Management or	2
HVA 199	Occupational Work Experience	
Total		16

Year 2 Fall Semester

Course #	Course Title	Credit Hours
COM 105	English Comp I	3
PSY 100	General Psychology	3
MAT 105	Technical Math	3
	Technical Elective Hours	6
Total		15

Year 2 Spring Semester

Course #	Course Title	Credit Hours
COM 115	Public Speaking	3
SOC 100	Intro to Sociology or additional writing or math	3
	Technical Elective Hours	9
Total		15

Automotive Collision Repair

Certificate Program
Requirements
42 SCH

Year 1 Fall Semester

Course #	Course Title	Credit Hours
ACR 100	Welding for ACR	5
ACR 110	Basic Refinishing	5
ACR 120	Non-Structural Repair I	5
ACR 150	Composite Panel Repair	2
ACR 160	Glass & Trim	1
MAT 100	Workplace Math or higher	3
Total		21

Year 1 Spring Semester

Course #	Course Title	Credit Hours
ACR 130	Damage Appraisal	3
ACR 140	Non-Structural Repair II	4
ACR 165	Detailing	1
ACR 170	Mechanical & Electrical Repair	1
ACR 180	Structural Repair	6
ACR 185	Advanced Refinishing	3
COM 101	Technical Writing	3
Total		21

A.A.S. Degree Program
Requirements
62 SCH

Year 1 Fall Semester

Course #	Course Title	Credit Hours
ACR 100	Welding for ACR	5
ACR 110	Basic Refinishing	5
ACR 120	Non-Structural Repair I	5
ACR 150	Composite Panel Repair	2
ACR 160	Glass & Trim	1
Total		18

Year 1 Spring Semester

Course #	Course Title	Credit Hours
ACR 130	Damage Appraisal	3
ACR 140	Non-Structural Repair II	4
ACR 165	Detailing	1
ACR 170	Mechanical & Electrical Repair	1
ACR 180	Structural Repair	6
ACR 185	Advanced Refinishing	3
Total		18

Year 2 Fall Semester

Course #	Course Title	Credit Hours
COM 105	English Comp I	3
PSY 100	General Psychology	3
MAT 105	Technical Math or higher	3
	Technical Elective Hours	6
Total		15

Year 2 Spring Semester

Course #	Course Title	Credit Hours
COM 115	Public Speaking	3
SOC 100	Intro to Sociology or Additional writing or math	3
	Technical Elective Hours	5
Total		11

Automotive Technology

A.A.S. Degree Program
Requirements
62 SCH

Year 1 Semester 1

Course #	Course Title	Credit Hours
AMT 110	Electrical Systems I	4
AMT 120	Engine Performance I	4
AMT 125	Engine Performance II	4
COM 105	English Comp I	3
Total		15

Year 1 Semester 2

Course #	Course Title	Credit Hours
AMT 115	Electrical Systems II	4
AMT 130	Brakes	4
AMT 140	Manual Drive-Trains & Axles	4
MAT 105	Technical Math or higher	3
Total		15

Year 2 Semester 3

Course #	Course Title	Credit Hours
AMT 145	Automatic Transmission & Transaxles	4
AMT 150	Suspension & Steering	4
AMT 210	Electrical Systems III	4
PSY 100	General Psychology	3
Total		15

Year 2 Semester 4

Course #	Course Title	Credit Hours
AMT 160	Heating & Air-Conditioning	4
AMT 220	Engine Repair	4
COM 115	Public Speaking	3
SOC 100	Intro to Sociology or additional Writing or Math	3
	Technical Elective Hours	3
Total		17

Building Trades

Certificate Program
Requirements
39 SCH

Year 1 Fall Semester

Course #	Course Title	Credit Hours
BTR 100	Tools & Materials	2
BTR 110	Blueprints, Bldg. Codes & Bldg Layout	1
BTR 120	Residential Concrete	4
BTR 130	Residential Rough Carpentry	5
BTR 135	Residential Exterior Carpentry	5
COM 101	Technical Writing	3
Total		20

Year 1 Spring Semester

Course #	Course Title	Credit Hours
BTR 140	Cabinets & Installation	2
BTR 150	Drywall, Insulation, & Ventilation for Residential Construction	5
BTR 160	Interior Finish Carpentry	5
BTR 170	Painting, Finishing & Decorating	4
MAT 105	Technical Math	3
Total		19

A.A.S. Degree Program
Requirements
62 SCH

Year 1 Fall Semester

Course #	Course Title	Credit Hours
BTR 100	Tools & Materials	2
BTR 110	Blueprints, Bldg. Codes & Bldg Layout	1
BTR 120	Residential Concrete	4
BTR 130	Residential Rough Carpentry	5
BTR 135	Residential Exterior Carpentry	5
Total		17

Year 1 Spring Semester

Course #	Course Title	Credit Hours
BTR 140	Cabinets & Installation	2
BTR 150	Drywall, Insulation, & Ventilation for Residential Construction	5
BTR 160	Interior Finish Carpentry	5
BTR 170	Painting, Finishing & Decorating	4
Total		16

Year 2 Fall Semester

Course #	Course Title	Credit Hours
COM 115	Public Speaking	3
MAT 105	Technical Math or higher	3
SOC 100	Intro to Sociology or Additional writing or math	3
	Technical Elective Hours	6
PSY 100	General Psychology	3
Total		18

Year 2 Spring Semester

Course #	Course Title	Credit Hours
COM 105	English Comp I	3
	Technical Elective Hours	8
Total		11

Business and Computer Technology

Certificate Program
Requirements
30 SCH

Year 1 1st Semester

Course #	Course Title	Credit Hours
ACC 100	Business Accounting or	3
ACC 120	Financial Accounting	
BUS 110	Business Mathematics	3
BUS 120	English for Careers	3
BUS 130	Records & Information Management	3
CIS 100	Software Applications	3
Total		15

Year 1 2nd Semester

Course #	Course Title	Credit Hours
BUS 125	Business Communications	3
BUS 126	Business Strategies	3
BUS 150	Professional Development & Business Ethics	3
BUS 180	Office Procedures	3
CIS 110	Word Processing Applications	3
Total		15

Keyboarding and Data Entry skills are admission requirements. Student may demonstrate skills through testing or take Keyboarding and Data Entry course, which do not count as credit for certificate or degree.

For students pursuing an Associate of Applied Science degree with the Business Accounting Support option, the expected first course is ACC 120; however, a student with little or no experience in accounting may need to take ACC 100 to be able to successfully complete ACC 120 Financial Accounting.

Students must obtain a grade of C or higher in prerequisite courses to advance to the next course.

Business Technology with Emphasis in Administrative Support

A.A.S. Degree Program
Requirements
63 SCH

Year 1 1st Semester

Course #	Course Title	Credit Hours
ACC 100	Business Accounting or	3
ACC 120	Financial Accounting	
BUS 110	Business Mathematics	3
BUS 120	English for Careers	3
BUS 130	Records & Information Management	3
CIS 100	Software Applications	3
Total		15

Year 1 2nd Semester

Course #	Course Title	Credit Hours
BUS 125	Business Communications	3
BUS 126	Business Strategies	3
BUS 180	Office Procedures	3
CIS 110	Word Processing Applications	3
CIS 120	Spreadsheet Management	3
Total		15

Year 2 3rd Semester

Course #	Course Title	Credit Hours
BUS 220	Administrative Procedures	3
BUS 230	Document Production	3
CIS 130	Database Management	3
PSY 100	General Psychology	3
COM 105	English Composition I	3
Total		15

Year 2 4th Semester

Course #	Course Title	Credit Hours
BUS 150	Professional Development & Business Ethics	3
BUS 210	Workstation Management	3
BUS 240	Administrative Project Management	3
CIS 140	Desktop Publishing	3
	Technical Elective Hours	6
Total		18

Business and Computer Technology

Business Technology with Emphasis in Accounting Support

A.A.S. Degree Program
Requirements
63 SCH

Year 1 1st Semester

Course #	Course Title	Credit Hours
ACC 120	Financial Accounting	3
BUS 110	Business Mathematics	3
BUS 120	English for Careers	3
BUS 130	Records & Information Management	3
CIS 100	Software Applications	3
Total		15

Year 1 2nd Semester

Course #	Course Title	Credit Hours
ACC 125	Computerized Accounting	3
ACC 140	Managerial Accounting	3
BUS 125	Business Communications	3
BUS 126	Business Strategies	3
CIS 120	Spreadsheet Management	3
Total		15

Year 2 3rd Semester

Course #	Course Title	Credit Hours
ACC 130	Payroll Accounting	3
ACC 270	Tax Accounting	3
CIS 130	Database Management	3
PSY 100	General Psychology	3
COM 105	English Composition I	3
Total		15

Year 2 4th Semester

Course #	Course Title	Credit Hours
ACC 260	Accounting for Nonprofit Organizations	3
BUS 150	Professional Development & Business Ethics	3
BUS 210	Workstation Management	3
	Technical Elective Hours	9
Total		18

Keyboarding and Data Entry skills are admission requirements. Student may demonstrate skills through testing or take Keyboarding and Data Entry course, which do not count as credit for certificate or degree.

For students pursuing an Associate of Applied Science degree with the Business: Accounting Support option, the expected first course is ACC 120; however, a student with little or no experience in accounting may need to take ACC 100 to be able to successfully complete ACC 120 Financial Accounting.

Students must obtain a grade of C or higher in prerequisite courses to advance to the next course.

Computer-Aided Drafting Technology

A.A.S. Degree Program Requirements 62 SCH

Year 1 1st Semester

Course #	Course Title	Credit Hours
DFT 103	Fundamentals of Drafting	3
DFT 105	CAD Applications	3
DFT 110	Applied Descriptive Geometry	3
DFT 120	Structural Drafting: Concrete	2
DFT 135	Mechanical Drafting: Electrical	2
MAT 105	Technical Math or higher	3
PSY 100	General Psychology	3
Total		19

Year 1 2nd Semester

Course #	Course Title	Credit Hours
DFT 130	Mechanical Drafting: Plumbing/HVAC	3
DFT 155	Residential Architecture Drafting	3
DFT 160	Advanced CAD Applications	3
DFT 175	Structural Drafting: Wood	2
DFT 180	Civil Drafting I: Site Plan	3
DFT 185	Civil Drafting II: Site Details	3
COM 105	English Composition I	3
Total		20

Year 2 3rd Semester

Course #	Course Title	Credit Hours
DFT 150	Commercial Architectural Drafting	3
DFT 165	Microstation	3
DFT 170	Structural Drafting: Steel	3
DFT 230	Machine Drafting I: Details	3
DFT 235	Machine Drafting II: Assemblies	3
DFT 250	Occupational Portfolio	2
COM 115	Public Speaking	3
SOC 100	Introduction to Sociology or additional math or writing	3
Total		23

Verified computer usage skills are needed for this program. Skills needed are knowledge of Microsoft Windows™, Microsoft Office Suite™, and keyboarding. These skills may be verified by high school or college transcripts showing a related course with a minimum grade of C or successful completion of the MATC Computer Skill Verification Test. If the student has neither of the above, then CIS 100 Software Applications or a similar course from another institution is required for graduation.

Electric Power and Distribution

Certificate Program

Requirements

54 SCH

Student must be 18 years of age prior to Summer Utility Internship

Must be able to obtain a Commercial Drivers License (CDL)

Must be able to pass the CDL physical examination

Year 1 Spring Semester

Course #	Course Title	Credit Hours
EPD 105	Climbing Skills	4
EPD 110	Pole Framing & Construction Specifications	4
EPD 120	Equipment Operation	3
EPD 125	Setting and Replacing Poles	1
EPD 130	Transformer Theory	4
EPD 135	Transformer Installation	4
MAT 105	Technical Math	3
Total		23

Year 1 Summer Semester

Course #	Course Title	Credit Hours
EPD 199	Utility Internship	8
Total		8

Year 1 Fall Semester

Course #	Course Title	Credit Hours
EPD 140	Service Installation & Metering	4
EPD 145	Conductor Installation & Repair	4
EPD 150	Rubber Gloving Methods	3
EPD 160	Underground Distribution	3
EPD 170	Fusing & System Coordination	1
EPD 180	Substations & Voltage Regulation	4
EPD 195	Employability Skills	1
COM 101	Technical Writing	3
Total		23

A.A.S. Degree Program

Requirements

63 SCH

Student must be 18 years of age prior to Summer Utility Internship

Must be able to obtain a Commercial Drivers License (CDL)

Must be able to pass the CDL physical examination

Year 1 Spring Semester

Course #	Course Title	Credit Hours
EPD 105	Climbing Skills	4
EPD 110	Pole Framing & Construction Specifications	4
EPD 120	Equipment Operation	3
EPD 125	Setting and Replacing Poles	1
EPD 130	Transformer Theory	4
EPD 135	Transformer Installation	4
MAT 105	Technical Math	3
Total		23

Year 1 Summer Semester

Course #	Course Title	Credit Hours
EPD 199	Utility Internship	8
Total		8

Year 1 Fall Semester

Course #	Course Title	Credit Hours
EPD 140	Service Installation & Metering	4
EPD 145	Conductor Installation & Repair	4
EPD 150	Rubber Gloving Methods	3
EPD 160	Underground Distribution	3
EPD 170	Fusing & System Coordination	1
EPD 180	Substations & Voltage Regulation	4
EPD 195	Employability Skills	1
COM 105	English Composition I	3
Total		23

Year 2 Spring Semester

Course #	Course Title	Credit Hours
COM 115	Public Speaking	3
PSY 100	General Psychology	3
SOC 100	Introduction to Sociology or Additional writing or math	3
Total		9

Information & Network Technology

A.A.S. Degree Program Requirements 62 SCH

Year 1 1st Semester

Course #	Course Title	Credit Hours
CIS 117	Microsoft DOS Operating System	1
CRT 120	Advanced Operating Systems	3
CRT 115	INT Essentials	1
CRT 125	PC Hardware	3
CRT 170	Networking Fundamentals	3
COM 105	English Composition I	3
Total		14

Year 1 2nd Semester

Course #	Course Title	Credit Hours
CRT 144	UNIX Fundamentals	3
CRT 150	Microcomputer Troubleshooting	3
CRT 175	Routers & Router Configuration	3
BUS 126	Business Strategies	3
MAT 105	Technical Math or higher	3
	Technical Electives	2
Total		17

Year 2 3rd Semester

Course #	Course Title	Credit Hours
CRT 110	Employability Skills	1
CRT 148	Microsoft Network OS	3
CRT 181	Network/Server Management	3
CRT 280	Adv Router & Switch Configuration	3
PSY 100	General Psychology	3
COM 115	Public Speaking	3
Total		16

Year 2 4th Semester

Course #	Course Title	Credit Hours
CRT 207	Advanced Network Applications	3
CRT 282	Network Security	3
CRT 287	WAN Theory & Design	3
CRT 290	Network Troubleshooting	3
SOC 100	Introduction to Sociology or Additional writing or math	3
Total		15

Program admission requirements:

11th grade reading 8th grade Algebra

Verified computer usage skills are needed for this program. Skills needed are knowledge of Microsoft Windows™, Microsoft Office Suite™, and keyboarding. These skills may be verified by high school or college transcripts showing a related course with a minimum grade of C or successful completion of the MATC Computer Skill Verification Test. If the student has neither of the above, then CIS 100 Software Applications or a similar course from another institution is required for graduation.

Nursing

Practical Nursing Certificate Program Requirements 43 SCH

Program Admission Requirements:

Qualifying scores on:

- *Work Keys* Reading for Information (6)
- *Work Keys* Applied Mathematics (5)
- MATC math assessment (90%)
- Current Kansas CNA certificate
- Background check

Upon successful completion of the Practical Nursing Program, the graduate is eligible to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN).

Pre-requisites:

Course #	Course Title	Credit Hours
PSY 100	General Psychology	3
BSC 120	Anatomy & Physiology I	4
BSC 121	Anatomy & Physiology II	4
CIS 100	Software Applications	3
Total		14

Year 1 Fall Semester

Course #	Course Title	Credit Hours
NUR 100	Nursing I	9
NUR 101	Nursing I Clinical	3
NUR 102	Medication Math	1
NUR 104	Nutrition	3
NUR 106	Human Growth & Development	3
NUR 131	Personal & Career Orientation I	1
Total		20

Year 1 Spring Semester

Course #	Course Title	Credit Hours
NUR 110	Pharmacology	2
NUR 120	Nursing II	10
NUR 121	Nursing II Clinical	3
NUR 133	Personal & Career Orientation II	1
Total		16

Year 1 Summer Semester

Course #	Course Title	Credit Hours
NUR 134	Therapeutic Communication & Mental Health	2
NUR 170	Nursing III	4
NUR 171	Nursing III Clinical	1
Total		7

Practical Nursing Certificate Program Requirements (effective August 1, 2009) 46 SCH

Notice: Effective August 1, 2009, the Practical Nursing program will change to the Kansas Practical Nursing Core Curriculum, pending approval by Kansas State Board of Nursing.

Program Admission Requirements:

Qualifying scores on:

- *Work Keys* Reading for Information (6)
- *Work Keys* Applied Mathematics (5)
- MATC math assessment (90%)
- Current Kansas CNA certificate
- Background check

Upon successful completion of the Practical Nursing Program, the graduate is eligible to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN).

Pre-requisites:

Course #	Course Title	Credit Hours
BSC 120	Anatomy & Physiology	5
CIS 100	Software Applications	3
NUR 104	Nutrition	3
NUR 106	Human Growth & Development	3
Total		14

Year 1 Fall Semester

Course #	Course Title	Credit Hours
	Foundations of Nursing	4
	Foundations of Nursing Clinical	2
	Medical-Surgical Nursing I	4
	Medical-Surgical Nursing I Clinical	3
NUR 110	Pharmacology	3
NUR 102	Medication Math	1
Total		17

Year 1 Spring Semester

Course #	Course Title	Credit Hours
	Medical-Surgical Nursing II	4
	Medical-Surgical Nursing II Clinical	3
	Maternal Child Nursing	2
	Maternal Child Clinical	1
	Gerontology Nursing	2
	Mental Health Nursing	2
NUR 131	Personal & Career Orientation	1
Total		15

Nursing

A.D.N. Nursing A.A.S. Program Requirements 62 SCH

Program Admission Requirements:

- Practical nursing diploma.
- Kansas LPN license.
- Minimum GPA of 3.0 in nursing courses.
- Proof of eligibility to enroll in English Composition I, Intermediate Algebra, and Microbiology (or official transcripts if transferring these courses to MATC).
- Verification of pre-requisites via official college transcript.

Additional Information:

Applicants who do not meet admission criteria may petition the Admissions Committee for an exception to the stated policy. This petition must contain objective evidence to verify that an exception should be considered.

For students other than MATC Practical Nursing graduates, upon successful completion of Associate Degree Nursing courses, 4 cr will be awarded as verification of post-secondary Practical Nursing training.

Upon successful completion of the Associate Degree Nursing Program, the graduate is eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN).

Pre-requisites:

Course #	Course Title	Credit Hours
PSY 100	General Psychology	3
BSC 120	Anatomy & Physiology I	4
BSC 121	Anatomy & Physiology II	4
NUR 104	Nutrition	3
NUR 106	Human Growth & Development	3
CIS 100	Software Applications	3
Total		20

Year 1 Early First Semester

Course #	Course Title	Credit Hours
NUR 201	RN Transition Course	2
Total		2

Early Fall is a 4 Week Semester

Year 1 First Semester

Course #	Course Title	Credit Hours
NUR 220	Nursing Across the Lifespan	10
SC 111	Microbiology Lecture	3
SC 112	Microbiology Lab	2
MAT 110	Intermediate Algebra	3
Total		18

Year 1 Second Semester

Course #	Course Title	Credit Hours
NUR 230	Management of Patient Care	12
COM 115	Public Speaking	3
COM 105	English Composition I	3
Total		18

Welding Technology

Certificate Program Requirements 39 SCH

Year 1 Fall Semester

Course #	Course Title	Credit Hours
WLD 100	Welding Theory	2
WLD 105	Welding Math	2
WLD 110	Welding Metallurgy	1
WLD 115	Blueprint Reading	2
WLD 120	Oxy-Acetylene Welding	2
WLD 130	Cutting Processes	2
WLD 140	Shielded Metal Arc Welding I	3
WLD 145	Shielded Metal Arc Welding II	2
MAT 105	Technical Math	3
Total		19

Year 1 Spring Semester

Course #	Course Title	Credit Hours
WLD 125	Shielded Metal Arc Welding: Pipe	2
WLD 150	Gas Metal Arc Welding I: MIG	3
WLD 155	Gas Metal Arc Welding II: MIG	2
WLD 160	Flux Cored Arc Welding	2
WLD 170	Gas Tungsten Arc Welding I: TIG	3
WLD 175	Gas Tungsten Arc Welding II: TIG	2
WLD 190	Welding Project Management or	
WLD 199	Occupational Work Experience	2
WLD 195	Employability Skills	1
COM 101	Technical Writing	3
Total		20

A.A.S Degree Program Requirements 62 SCH

Year 1 Fall Semester

Course #	Course Title	Credit Hours
WLD 100	Welding Theory	2
WLD 105	Welding Math	2
WLD 110	Welding Metallurgy	1
WLD 115	Blueprint Reading	2
WLD 120	Oxy-Acetylene Welding	2
WLD 130	Cutting Processes	2
WLD 140	Shielded Metal Arc Welding I	3
WLD 145	Shielded Metal Arc Welding II	2
MAT 105	Technical Math	3
Total		19

Year 1 Spring Semester

Course #	Course Title	Credit Hours
WLD 125	Shielded Metal Arc Welding: Pipe	2
WLD 150	Gas Metal Arc Welding I: MIG	3
WLD 155	Gas Metal Arc Welding II: MIG	2
WLD 160	Flux Cored Arc Welding	2
WLD 170	Gas Tungsten Arc Welding I: TIG	3
WLD 175	Gas Tungsten Arc Welding II: TIG	2
WLD 190	Welding Project Management or	
WLD 199	Occupational Work Experience	2
WLD 195	Employability Skills	1
Total		17

Year 2 Fall Semester

Course #	Course Title	Credit Hours
COM 105	English Composition I	3
PSY 100	General Psychology	3
	Technical Elective Hours	6
Total		12

Year 2 Spring Semester

Course #	Course Title	Credit Hours
COM 115	Public Speaking	3
SOC 100	Sociology or additional writing or math	3
	Technical Elective Hours	8
Total		14

Course Descriptions

General Education courses include: Biological Science, Communications, Mathematics, Social Science.

Accounting

ACC 100 Business Accounting (Fa, Sp) 3 SCH

Content is designed for students who have no previous accounting courses or need additional background prior to enrolling in advanced accounting courses. A study of the entire accounting cycle from recording transactions using double-entry methods in books of original entry through financial statement preparation using special journals for a service business. Spreadsheet and commercial accounting software are used to solve problems. Prerequisites: BUS 110 or concurrent enrollment

ACC 120 Financial Accounting (Fa, Sp) 3 SCH

Emphasis on working with financial statements, notes receivables and payables, inventory valuation, depreciation, partnerships, financial analysis for a merchandising business. Spreadsheet and commercial accounting software are used to solve problems. Prerequisites: BUS 110 or concurrent enrollment

ACC 125 Computerized Accounting (Sp) 3 SCH

An integration of accounting software and Financial Accounting concepts to develop competencies in microcomputer applications. Prerequisites: ACC 100 or higher

ACC 130 Payroll Accounting (Fa) 3 SCH

Development of skills in preparing time cards, payroll registers, individual employee earnings records, payroll checks, governmental reports, and journal entries both manually and electronically. Included are the study of government regulations that affect payroll and controls needed in a payroll system. Prerequisites: ACC 100 or higher

ACC 140 Managerial Accounting (Sp) 3 SCH

Emphasis on accounting for corporations, cash flow and financial statement analysis; departmental and manufacturing accounting; and spreadsheet and commercial accounting software are used to solve problems. Prerequisites: ACC 120

ACC 260 Accounting for Nonprofit Organizations (Sp) 3 SCH

A survey of not-for-profit accounting and its primary users: federal, state and local governments, hospitals, and schools. Includes an exploration of the primary fund and accounting groups, review of the budget process, and examination of variances. Prerequisites: ACC 120

ACC 270 Tax Accounting (Fa) 3 SCH

A study and preparation of income tax returns and a study of tax regulations and forms. Prerequisites: BUS 110, ACC 100 or ACC 120 or above

Air Conditioning and Refrigeration

HVA 100 Refrigeration Theory (Fa) 4 SCH

How mechanical refrigerators operate; heat and heat flow; temperature measurement; pressure, and states of matter; the laws of refrigeration, and safety procedures. Prerequisites: None

HVA 110 Electrical Theory (Fa) 3 SCH

Generation of electricity, types of electricity - direct and alternating current circuit fundamentals, magnetism and electrical components. Prerequisites: None

HVA 120 Domestic Refrigeration (Fa) 3 SCH

Terminology associated with domestic refrigeration, identification of types of domestic refrigeration, location of data plates and their purpose. Also covered will be sealed system components, their function, operation, as well as locating and solving problems in a safe manner. Prerequisites: HVA 100

HVA 130 Controls & Motors (Fa) 3 SCH

Electric control circuits in ladder diagram, and pictorial form. Also covered will be ice-maker diagrams, comfort cooling controls, central air conditioning controls, pressure motor controls, motor safety controls, defrost controls and humidity controls. Prerequisites: HVA 110

HVA 140 Heating (Fa) 3 SCH

Terminology associated with heating and humidification. Heating equipment covered will include, gas heating systems, hydronic heating, electric heating and oil heating as well as humidification. Prerequisites: HVA 130

HVA 150 Cooling (Sp) 3 SCH

Focus on operation, installation, and service procedures for heat pumps and complete air conditioning systems. Prerequisites: HVA 130

HVA 160 Advanced Electrical Theory (Sp) 3 SCH

Course covers complex electrical circuits, reading from a diagram, and how circuits operate. Students will develop an understanding of electrical components and terminology to diagnose electrical problem related to HVAC and commercial electrical circuits. Prerequisites: HVA 110

HVA 170 Design & Blueprint Reading (Sp) 3 SCH

Learn to read plans and blueprints for new construction and be able to calculate loads for heating and cooling systems then design a HVAC system for residential setting.

HVA 180 Commercial Refrigeration (Sp) 4 SCH

Study of condensing units, condensers, refrigerant controls, evaporators, and other components used in commercial refrigeration systems as well as diagnosing, testing, servicing and repair of commercial equipment. Safety for the technician, customer, and equipment are also covered. Prerequisites: HVA 150

HVA 185 Customer Service (Sp) 1 SCH

Enhances the student's ability to seek employment in the field of air conditioning, and to communicate with customers and businesses. Prerequisites: None

HVA 190 Project Management (Sp) 2 SCH

Application of technical skills with projects which include installing condensing unit, cooling coil, line set, and thermostat to the heating system. Students will also analyze performance of the heating and cooling system for proper operation. Prerequisites: HVA 180 Commercial Refrigeration Control Systems

HVA 199 Occupational Work Experience (Sp) 2 SCH

Supervised work experience in the public and private sector. Prerequisites: HVA 180; faculty recommendation

Automotive Collision Repair

ACR 100 Welding for ACR (Fa) 5 SCH

Basic fundamentals of Oxyacetylene fusion welding, brazing, soldering and AMA Welding, and safety precautions. Prerequisites: None

ACR 110 Basic Refinishing (Fa) 5 SCH

An overview and practice with substrate identification, surface prep, undercoats and topcoats. Emphasis also on personal protection. Prerequisites: None

ACR 120 Non-Structural Repair I (Fa) 5 SCH

Application of minor sheet metal repair and replacement procedures. Instruction in basic roughout, plastic filler application and cosmetic panel replacement. Prerequisites: None

ACR 130 Damage Appraisal (Sp) 3 SCH

Provides a framework for damage identification, locating damage, and damage appraisal. Prerequisites: None

ACR 140 Non-Structural Repair II (Sp) 4 SCH

Safe and proper replacement techniques for bolt-on, weld-on, and bond-on non-structural parts. Prerequisites: ACR 120

ACR 150 Composite Panel Repair (Fa) 2 SCH

Application of repair techniques for various composite panels. Practice of safety precautions and unique refinishing and retexturing technique. Prerequisites: None

ACR 160 Glass and Trim (Fa) 1 SCH

Study of methods of installing all automotive glass, R & R of interior and exterior trim, seat covers, headliners and vinyl top replacement. Prerequisites: None

ACR 165 Detailing (Sp) 1 SCH

Study of safe and proper buffing and polishing techniques, as well as accepted detailing practices and customer expectations. Prerequisites: None

ACR 170 Mechanical and Electrical Repair (Sp) 1 SCH

Skills in servicing and repairing commonly damaged mechanical and electrical components. Prerequisites: None

ACR 180 Structural Repair (Sp) 6 SCH

Application of collision repair theory, major collision repair, repair of structural parts, damage analysis, conventional frame, and unit-body measuring and straightening. Prerequisites: None

ACR 185 Advanced Refinishing (Sp) 3 SCH

Expand refinishing skills and knowledge, also introducing color theory, multi-stage paints, and tinting and blending. Prerequisites: ACR 110

Automotive Technology

AMT 110 Electrical Systems I (Fa, Sp) 4 SCH

This is an introductory course to automotive electrical systems diagnostics and service. Topics covered are the principles of basic electrical circuits, battery and starting circuits, and an introduction to basic automotive electronics. Diagnosis, testing and unit repair for each circuit are also taught. Prerequisites: None

AMT 115 Electrical Systems II (Sp) 4 SCH

This course builds on the material learned in AMT 110 Electrical Systems I. Subjects include charging, lighting, instrumentation and accessory systems, along with testing, diagnosis and unit repair for each circuit. Restraint systems theory, diagnosis and service are taught in this course. Prerequisites: AMT 110, AMT 120

AMT 120 Engine Performance I (Fa, Sp) 4 SCH

This is an introductory course to three areas of engine performance: Ignition, Fuel and Emission Control systems. An introduction to computer control and electronics

as related to ignition, fuel and emission control systems is also covered.

Prerequisites: None

AMT 125 Engine Performance II (Fa, Sp) 4 SCH

This course builds on the material learned in AMT 120 Engine Performance I. The areas of automotive electronics including microprocessors, sensors and actuators as related to ignition, fuel and emission control systems are studied. The operation and diagnosis/testing of these systems are also covered. Prerequisites: AMT 110, AMT 120

AMT 130 Brakes (Sp) 4 SCH

A study of basic theory and design of modern automotive and light truck braking systems. Hydraulics, drum and disc brake systems, power assist, anti-lock, diagnosis, adjustment, service and repair, and shop safety procedures will be taught.

Prerequisite: AMT 110, AMT 120

AMT 140 Manual Drive-Trains & Axles (Fa, Sp) 4 SCH

Addressed are areas of modern automotive manual drive-train and axle theory, design, maintenance, service, and repair. The course will include flywheel and clutch, manual transmissions, transfer cases, driveshafts and universal joints, constant velocity joints, differentials, limited slip and drive axles.

Prerequisites: AMT 110, AMT 120

AMT 145 Automatic Transmissions & Transaxles (Fa) 4 SCH

Areas studied are automotive automatic transmission/transaxle theory, design, service, and repair. The course introduces the basic concepts, and then proceeds from the simple to the more complex units. Areas included are power flow, hydraulic operation, electronic control, diagnosis and service/repair. Prerequisites: AMT 110, AMT 120

AMT 150 Suspension & Steering (Fa) 4 SCH

Areas of modern automotive and light pickup steering and suspension systems theory, design, maintenance, service and repair. Includes straight axles, short arm - long arm independent suspensions. McPherson strut, steering and suspension geometry, diagnosis, wheel alignment, tires and wheels, and balancing.

Prerequisites: AMT 110, AMT 120

AMT 160 Heating & Air Conditioning (Sp) 4 SCH

Areas studied are the theory, design and service/repair of automotive climate control systems. Safety practices and troubleshooting of heating, ventilation, and air conditioning (HVAC) systems used on cars and light trucks are taught.

Prerequisites: AMT 110, AMT 120

AMT 210 Electrical Systems III (Fa) 4 SCH

This advanced course builds on the material learned in AMT 110 and AMT 115. Areas of study are body control modules, antilock brake/traction control systems, antitheft/security systems and automotive multiplexing/networking systems. An introduction to hybrid vehicles is also included in this course. Prerequisite: AMT 115

AMT 220 Engine Repair (Sp) 4 SCH

The study of basic theory, design, service, and diagnosis of live automotive and light truck engines. Practical application of diagnosis, removal, inspection, measurement, repair, installation, and safety procedures will also be taught.

Prerequisites: AMT 110, AMT 120

AMT 264 Agricultural Power 2 SCH

The course is designed to provide students with the theoretical basis, knowledge and skills necessary for the repair and maintenance of small gas engines and basic hydraulic systems. Emphasis will be placed on: laboratory safety, general laboratory measurements, engine operation, compression, fuel, governor, electrical, cooling, lubrication systems, engine troubleshooting and basic hydraulics.

Prerequisites: None

Biological Sciences

BSC 120 Anatomy and Physiology I (Fa, Sp) 4 SCH

An introduction to the basic concepts of biochemistry, cytology, histology, and cell physiology that relate to all tissues, organs, and organ systems of the human body especially the following organ systems of integumentary, skeletal, muscular, and neural. Prerequisites: None

BSC 121 Anatomy and Physiology II (Fa, Sp) 4 SCH

An in-depth study of the structure of the human body as related to the organ systems of cardiovascular, respiratory, gastrointestinal, excretory, endocrine, and reproduction. Prerequisites: BSC 120 with a grade of C or higher.

Building Trades

BTR 100 Tools & Materials (Fa) 2 SCH

An overview of tools and materials required for the Building Trades. An introduction to the nature, characteristics, and application of wood and lumber, engineered panels, engineered lumber products, fasteners, hand tools, portable power tools, and stationary power tools. Safe operation hand and power tools is stressed. Prerequisites: None

BTR 110 Blueprints, Building Codes & Building Layout (Fa) 1 SCH

A study of the importance of accurately reading blueprints and integrating current building codes and zoning ordinances in building construction. Instruction in building layout and use of measuring, leveling and layout tools. Prerequisites: None

BTR 120 Residential Concrete (Fa) 4 SCH

Use and application of concrete used in residential construction. Learning experiences include: form setting, pouring of foundations, footings and floors, types of concrete mixes, terms, volumes of concrete, sources for concrete, expansion and contraction, finishing, mixtures used in concrete, reinforcement, tools and equipment used in concrete construction. Prerequisites: None

BTR 130 Residential Rough Carpentry (Fa) 5 SCH

Overview of framing of a house, floor and rough construction, roofing and siding. Topics of discussion and on-site experiences include; floor framing, wall framing, interior rough work, scaffolds, ladders, and horses, roof framing, and stair framing. Prerequisites: None

BTR 135 Residential Exterior Carpentry (Fa) 5 SCH

Study of roofing, shingling, windows, exterior doors, siding, porches, decks, and fences for the building trades. Emphasis will be placed on the application, skills, and techniques used in residential construction for the previously listed topics. Prerequisites: None

BTR 140 Cabinets & Installation (Sp) 2 SCH

The application of carpentry to construct cabinets used in residential housing. Topics include kitchen location, design, arrangement of cabinets, lighting, standard cabinet sizes, cabinet materials, drawer guides, the work triangle, and building of cabinet units. Prerequisites: None

BTR 150 Drywall, Insulation, & Ventilation for Residential Construction (Sp) 5 SCH

A study of the techniques of drywall application, various uses and ratings of insulation, and requirements of proper ventilation for residential construction. Students will cut, apply adhesives, hang, tape, finish and texture drywall. Prerequisites: None

BTR 160 Interior Finish Carpentry (Sp) 5 SCH

Application and techniques for installing interior jams, ceiling mold, hanging doors, installing baseboards, suspended ceilings, trim, painting, and molding use for residential construction. Prerequisites: None

BTR 170 Painting, Finishing & Decorating (Sp) 4 SCH

Techniques required to finish the interior and exterior of a residence. Topics include caulk, oil and latex paint, sanding, staining, filling, varnish and other materials used for finishing. Prerequisites: None

BTR 262 Agricultural Structures 2 SCH

The course is designed to provide students with the theoretical basis, knowledge and skills necessary for the construction/fabrication of agricultural structure type projects. Emphasis will be placed on: laboratory safety, general laboratory measurements, material selection, basic construction techniques, electrical theory and construction, and basic surveying. Prerequisites: None

Business

BUS 100 Keyboarding (Fa, Sp) 1 SCH

Emphasis is on keyboarding procedures and proper techniques at a rate of at least 40 words-per-minute as well as enhancing skills of proofreading, speed, and accuracy. Pre-program requirement course, credit is transcribed but does not count toward certificate or degree credit. Prerequisites: None

BUS 105 Data Entry (Fa, Sp) 1 SCH

Practice with equipment and procedures used in data entry to develop skill at a rate of 6000 net keystrokes per hour in entering both alphabetic and numeric data accurately, quickly, and ergonomically. Pre-program requirement course, credit is transcribed but does not count toward certificate or degree credit. Prerequisites: None

BUS 110 Business Mathematics (Fa, Sp) 3 SCH

Emphasis on learning mathematical concepts through practical application to common business problems. Prerequisites: None

BUS 120 English for Careers (Fa, Sp) 3 SCH

Principles and techniques of writing business letters, electronic and written messages, and reports. Focus on grammar, punctuation, and correct word usage that have practical application in writing for business purposes. Prerequisites: None

BUS 125 Business Communication (Fa, Sp) 3 SCH

Areas of communication studied and applied are listening, one-to-one oral communication, teamwork, team facilitation, group communication, leadership styles, conducting of meetings, taking and writing minutes, conflict management, negotiation techniques, organizational dynamics, corporate culture, management styles, personal communication styles. Prerequisites: BUS 120, CIS 100

BUS 126 Business Strategies (Fa, Sp) 3 SCH

Foundation course on business and its importance in a free market economy. Study of types of business ownership and operations. Business terminology is used to understand and interpret business news and information. Prerequisites: None

BUS 130 Records & Information Management (Fa, Sp) 3 SCH

Instruction in the creation, maintenance, protection, and disposition of records stored in a variety of media forms. Instruction will include the ARMA (Association for Records Managers and Administrators, Inc.) rules for filing, retrieving documents, and specialized functions such as micrographics and optical disk technology. Also included are laws relating to records management. Prerequisites: None

BUS 140 Medical Terminology 2 SCH

A study and use of medical terms for medical secretaries, medical records personnel, insurance processors, and students considering nursing, medical, or other health professions. Prerequisites: None

BUS 146 Medical Billing & Coding 2 SCH

A study of the duties of a medical billing representative. Provides skills to perform the administrative responsibilities of the medical billing and coding. Further stresses customer service skills while acquiring knowledge and competency in legal aspects of insurance claims, electronic data interchange, aspects of managed care, and an understanding of various types of health insurance. Prerequisites: None

BUS 147 Medical Office Reception 2 SCH
Focuses on administrative responsibilities of the medical office receptionist. Stresses customer service skills while acquiring knowledge and competency in telephone skills, scheduling, filing, medical confidentiality, correspondence, and physician relations, and overviews in medical insurance billing, medical terminology, and transcription. Students successfully completing this course will have obtained the skills to acquire or enhance entry-level employment as a medical office receptionist. Prerequisites: None

BUS 148 Advanced Medical Coding 2 SCH
A study of the billing and coding requirements of a medical office, beyond introductory level. After completing this course, the individual will be able to accurately assign ICD-9-CM diagnosis codes, CPT procedure codes and modifiers, and HCPCS supply and medication codes to outpatient and inpatient services. This course will aid in providing background toward completing national coding certification testing. Prerequisites: BUS 146 with a C grade or higher or previous experience in office setting

BUS 150 Professional Development & Business Ethics (Fa, Sp) 3 SCH
A study of professional workplace behavior; development of personal, educational, and professional career goals; and understanding of effective job-seeking skills. Also included is an overview of laws relating to labor relations, contracts and personnel matters. Prerequisites: 3 SCH of college-level written communication

BUS 180 Office Procedures (Fa, Sp) 3 SCH
Focus is on skills at the operational level required in today's office. Topics include making appointments, processing mail, handling telephone calls, managing copiers, controlling office supplies, and ordering through the internet. Time management, decision-making, and developing critical thinking and problem-solving skills are stressed. Prerequisites: CIS 100 or concurrent enrollment

BUS 199 Business Internship (Fa, Sp) 1 to 3 SCH
Business Internship will give students an opportunity to work in a business or governmental agency to apply competencies achieved in previous courses to current office conditions. Each student will be evaluated by the instructor and the supervisor in the office. Prerequisites: Completion of 20 program credit hours with 3.0 or higher GPA and permission

BUS 210 Workstation Management (Sp) 3 SCH
Study and practice in installing, licensing, and troubleshooting software; preparing proposals for system purchases; maintaining a software library; and safeguarding integrity of system components. Prerequisites: CIS 100

BUS 220 Administrative Procedures (Fa) 3 SCH
An integration of business skills and issues, extends software skills to productivity tools, and continues to establish a foundation in business procedures. Topics will include event planning, travel planning, ergonomics, work environment, and understanding the role of the administrative professional. Prerequisites: CIS 100

BUS 230 Document Production (Fa) 3 SCH
Document Production covers multiple sources for input resulting in mailable business documents. Spelling, grammar, proofreading, editing, and software features are all incorporated to maximize high-volume, high-quality document production. Prerequisites: BUS 120, BUS 125, CIS 100

BUS 240 Administrative Project Management (Sp) 3 SCH
Provides real-life exposure to business documents/projects and workflow. The integration of word processing, spreadsheet, database, presentation software, and desktop publishing will be incorporated. Prerequisites: CIS 110, CIS 120, CIS 130, or concurrent enrollment

Communications

COM 101 Technical Writing (Fa, Sp) 3 SCH
Introduction to professional and technical writing used in the workplace. Offers practice in document design and editing. Prerequisites: Compass score of 80 or better, 60-79 and E-write passed, or corresponding ASSET/ACT/SAT scores.

COM 105 English Composition I (Fa, Sp) 3 SCH
Introduction to expository writing emphasizing expression of ideas, structure, organization, development, and grammatical correctness. Offers practice in researching, revising, and editing. Prerequisites: Compass score of 80 or better, 60-79 and E-write passed, or corresponding ASSET/ACT/SAT scores.

COM 115 Public Speaking (Fa, Sp) 3 SCH
This course is an elementary course in the study and practice of the basic principles of speech and interpersonal communication with emphasis on critical thinking, the creative and intelligent selection of material, organization and oral presentation. Prerequisites: COM 105 or concurrent enrollment.

Computer Software

CIS 100 Software Applications (Fa, Sp) 3 SCH
Introductory course provides extensive hands-on experience with word processing, spreadsheet, database, and presentation software. Prerequisites: BUS 100, or concurrent enrollment

CIS 110 Word Processing Applications (Fa, Sp) 3 SCH
Application of advanced word processing competencies. Topics include: preparation of documents as newsletters, letters, mailing labels; creation of outlines, tables, forms; management of complicated documents; customization of software; and integration of word processing software with other software programs. Prerequisites: CIS 100

CIS 117 Microsoft DOS Operating System (Fa, Sp) 1 SCH
Introduction to the standard Microsoft DOS operating system for IBM-compatible personal computers with a working, hands-on knowledge of the commands and techniques used for manipulating and managing files at the DOS prompt level. Lab exercises make use of student activities diskettes that provide files that the students can manipulate. Prerequisites: Keyboarding skills and familiarity with computer operation are recommended

CIS 120 Spreadsheet Management (Sp) 3 SCH
Simulated business problems to create and maintain financial records. Tools used will include functions, templates, macros, charts, and databases. Spreadsheet files will be created using Microsoft Excel. Prerequisites: BUS 110, CIS 100

CIS 130 Database Management (Fa) 3 SCH
Database management includes designing and creating a database; displaying a database; adding, changing and deleting records; creating and using indexes and views; changing structures; using statistical functions; sorting; report and form generation; using query wizards, action queries and briefcase replication, and macros. Prerequisites: CIS 100

CIS 140 Desktop Publishing (Sp) 3 SCH
A study of graphic design techniques, principles of page layout and design, and desktop publishing terminology and applications using selected software used in the production of professional publications. Prerequisites: CIS 100

CIS 150 Web Page Applications (Fa, Sp) 3 SCH
Web Page Applications will include planning and designing a web page, using specialized software for ease of design, working with templates, creating forms, advanced editing, using frames, selecting a provider to publish a web page, publishing a web page, and maintaining a web site. Prerequisites: None

Computer-Aided Drafting Technology

DFT 103 Fundamentals of Drafting (Fa, Sp) 3 SCH

Basic concepts and skills of mechanical drawing using conventional, computer-aided drafting, and use and knowledge of tool, supplies, and equipment. Mechanical drafting fundamentals, using conventional drafting, will be presented, along with an explanation of standard drafting practices. Topics covered will include drafting equipment, media, sketching, and lettering and lines, geometric construction, multi-views, auxiliary views, sections, pictorials, and dimensioning. Practical and realistic math problems associated with drafting topics will also be covered. Must have a grade of C or higher to pass. Prerequisites: None

DFT 105 CAD Applications (Fa, Sp) 3 SCH

Concepts and skills of Autocad2007 2D and 3D applications. Topics include setup, drawing, editing, layer and line-type management, making prints, annotations and dimensioning, inquiry, and 3D dimensional drawing. Must have a grade of C or higher to pass. Prerequisites: None

DFT 110 Applied Descriptive Geometry (Fa, Sp) 3 SCH

A study of the graphic language for technicians in drafting covering fundamental concepts with an emphasis on logical reasoning, visualization, and practical applications of descriptive geometry and orthographic projection. Prerequisites:

DFT 120 Structural Drafting: Concrete (Fa, Sp) 2 SCH

An activity based course for entry-level employment in Concrete Detailing. Includes the detailing of concrete necessary for light commercial, residential building, heavy commercial building, and frameworks. Concrete engineering and placing drawings will be required. American Concrete Institute standards will be followed. CAD drawings are required to complete the assignments. Prerequisites: None

DFT 130 Mechanical Drafting: Plumbing/HVAC (Sp) 3 SCH

An activity-based course of technical drawing and information For those employed by architects, consulting engineers, and mechanical contractors. Topics include graphic representation of Heating, Ventilation, and Air Conditioning (HVAC) as applied to residential and commercial building. The course is designed for the preparation and interpretation of HVAC and plumbing working plans and details. Prerequisite: None

DFT 135 Mechanical Drafting: Electrical (Fa, Sp) 2 SCH

An activity-based course in mechanical drawing for those employed by architects, consulting engineers, and mechanical contractors. Topics are preparation and interpretation of electrical and electronic drafting for residential and commercial applications. Prerequisites: None

DFT 150 Commercial Architectural Drafting (Fa) 3 SCH

An overview of the basic concepts of commercial construction and detailing in lecture and hands-on form. Topics covered will include line weight, dimensioning and scaling. Prerequisites: DFT 105 with a grade of C or higher.

DFT 155 Residential Architectural Drafting (Sp) 3 SCH

An overview of the basic concepts of residential construction and detailing in lecture and hands-on form. Topics covered will include line weight, dimensioning, scaling, and presentation of drawing, as well as research of building material dimensions. Prerequisites: DFT 105 with a grade of C or higher

DFT 160 Advanced CAD Applications (Fa, Sp) 3 SCH

An introduction and overview of the basic concepts of three-dimensional CAD in lecture and hands-on-format. The course will explain CAD drafting techniques, commands, and terminology. Topics covered will include line weight, dimension, scale, UCS manipulation, slicing and hatching three-dimensional solids. Also included instruction and demonstration of 2D and 3D rendering and modeling. Instruction is through online mediate learning lectures, quizzes and CAD drawing assignments. Prerequisites: DFT 105 with a grade of C or higher.

DFT 165 Microstation (Fa) 3 SCH

An activity based units that develop the knowledge and skills necessary for working with Microstation software. Microstation drafting techniques, commands, and terminology will be explained. Topics covered include line weight, dimensioning, scaling, isometric sketching, editing techniques, and plotting. Also included are instruction and demonstration of 3-D drafting, rendering, and modeling. Learning lectures, quizzes and drawing assignments are available via online/mediated technology. Microstation technology is used by state department of transportation and most civil engineering firms. Prerequisites: DFT 105 with a grade of C or higher

DFT 170 Structural Drafting: Steel (Fa) 3 SCH

An activity based course that develops the knowledge and skills necessary for entry-level employment in Structural Steel Detailing within the framework of Architectural Drawing. Includes the framework drawings required for light commercial and residential buildings plus the framework drawings for larger buildings and construction, such as bridges and bents. Topics covered include information and technique on structural steel detailing for both light commercial and residential steel, heavy steel framework building, and other construction, such as bridges and bents. American Institute of Steel Construction standards will be followed. Weldment and fabrication of materials will be included in the course. CAD drawings are required to complete the assignments. Prerequisites: DFT 103 with a grade of C or higher

DFT 175 Structural Drafting: Wood (Fa) 2 SCH

An activity-based course that develops the knowledge and skills necessary for entry level employment in Wood Detailing within the framework of architectural drawing. Topics include information and techniques for detailing of wood requirements in commercial and residential buildings. CAD drawing is required to complete assignments. Prerequisites: DFT 103 with a grade of C or higher.

DFT 180 Civil Drafting I: Site Plan (Fa, Sp) 3 SCH

Principles of civil layout practice to CAD drafting assignments. Students are required to complete problems in traverse and plotting techniques; interpretation of surveyors' notes to construct topographic layouts; and production of three-dimensional topographic site plans and site profiles. The course requires satisfactory completion of drawing assignments. Prerequisites: DFT 105 with a grade of C or higher.

DFT 185 Civil Drafting II: Site Details (Fa) 3 SCH

Applies principles of civil layout practice to CAD drafting assignments. Students are required to complete problems in civil construction detailing. Details for culverts, retaining walls, curbs and gutters, streets, and parking lots. The course requires satisfactory completion of drawing assignments. Prerequisites: DFT 105 with a grade of C or higher.

DFT 230 Machine Drafting I: Details (Sp) 3 SCH

Development of skill in the use of handbooks, product catalogues and resource material to detail machine parts. Students are required to use catalogues to calculate size specifications of standard machine parts and assign tolerance for proper fit. The course requires satisfactory completion of CAD drawing assignments. Prerequisites: DFT 105 with a grade of C or higher

DFT 235 Machine Drafting II: Assemblies (Sp) 3 SCH

Development of skill in the use of handbooks, product catalogues and resource material to detail catalogues to calculate size specifications to standard machine parts and assign tolerance for proper fit. The course requires satisfactory completion of CAD drawing assignments. Prerequisites: DFT 103 with a grade of C or higher

DFT 250 Occupational Portfolio (Sp) 2 SCH

Presentation and collection of drafting projects in a portfolio format. Evaluation and critique of portfolios, as well as creation of a student's portfolio, is included. Prerequisites: (All prerequisites must have a grade of C or higher) DFT 103, DFT 105, DFT 150, DFT 155.

Electric Power & Distribution

EPD 105 Climbing Skills (Sp) 4 SCH

Introduction to proper methods of climbing wood pole structures. The student must master climbing wood pole structures with and without the use of a pole safety strap. Upon successful completion of this course, the student will be qualified in two methods of pole top rescue. Prerequisites: None

EPD 110 Pole Framing & Construction Specifications (Sp) 4 SCH

Introduction to Rural Electric Association line construction specifications and knowledge of pole framing on the ground and aerial framing. The student will gain a working knowledge of 7200 volt, 14,400 volt and 34,500 volt primary distribution systems. The student will also be introduced to copper and aluminum primary conductors and line staking. Prerequisites: EPD 105 with a grade of C or higher

EPD 120 Equipment Operation (Sp) 3 SCH

Mastery of safe operation of various digger/derrick trucks, bucket/ basket aerial platforms and trenchers commonly used in overhead and underground electric distribution work. The student will safely operate and perform routine maintenance and inspection on all units. Prerequisites: None

EPD 125 Setting & Replacing Poles (Sp) 1 SCH

Theory in pole setting and change-out techniques. Emphasis is placed on setting and replacing poles in energized lines with digger/derrick trucks. The student will also gain a working knowledge of the proper use of cover-up material, both hard shell and rubber goods; vehicle grounding practices; manual pole setting; temporary pole supports; and worksite hazard analysis. Prerequisites must have a grade of C or higher: EPD 110, EPD 120

EPD 130 Transformer Theory (Sp) 4 SCH

Introduction to basic electricity, related math, and transformer theory with hands-on experience in the installation and connection of single transformers and various three-phase transformer banks. Topic include transformer over voltage and over current protection; equipment grounding; cutout and lightning arrestor use and installation; current and potential transformer applications; use of the VOM; and principles of troubleshooting. Prerequisites must have a grade of C or higher: EPD 110 with a grade of C or higher

EPD 135 Transformer Installation (Sp) 4 SCH

Experience in installation and connection of single transformers and various three-phase transformer banks. Other topic addressed are transformer over voltage current protection, equipment grounding, cutout and lightning arrestor installation, current transformer applications, use of the Voltage Ohm Meter (VOM), and basic troubleshooting techniques are also practiced. Prerequisites must have a grade of C or higher: EPD 110

EPD 140 Service Installation & Metering (Sp) 4 SCH

Working knowledge of single- and three-phase watt hour meter applications with practical experience in the installation and sizing of service conductors, construction and installation of meter loops and poles, instrument metering, and temporary service installations. Tampering and power theft, grounding and safe work practices are also covered. Prerequisites must have a grade of C or higher: EDP 132, EDP 135

EPD 145 Conductor Installation & Repair (Fa) 4SCH

This course focuses on the repair of various types of aluminum and copper conductors. Students will gain practical experience in the dead ending and splicing of conductors and installation of conductor shoes and clamps, and in the use of preformed line ties and service grips, bolt-on and compression connectors and sleeves, compression tools, strap hoists, pulling grips, sag charts and tables, mechanical jumpers, and grounding practices. Prerequisites must have a grade of C or higher: EPD 110

EPD 150 Rubber Gloving Methods (Fa) 3 SCH

Methods of working on energized distribution lines and equipment with rubber gloves and sleeves from insulated aerial platforms. Students will gain a working knowledge of the application, care and use of hard shell covers, rubber line hoses

and blankets, personal protective equipment, hot-line tools, and live-line maintenance. Also a review operation of bucket/basket aerial platforms, and pole top and bucket rescue techniques. Prerequisites must have a grade of C or higher: EPD 120, EPD 145

EPD 160 Underground Distribution (Fa) 3 SCH

Working knowledge of Underground Residential Distribution (URD) with practical experience in the direct burial of primary and secondary cables; installation of 200 and 600 amp elbows, splices, lightning arrestors, and overhead terminations; installation of single-phase and three-phase pad-mount and transclosure transformer installations; methods of shoring and sloping trenches and excavations; troubleshooting of primary and secondary cables; and fault location. The student will also review the operation of trencher digging equipment and safe work practices and procedures. Prerequisites must have a grade of C or higher: EPD 132, EPD 135

EPD 170 Fusing & System Coordination (Fa) 1 SCH

A study of various methods of system coordination, knowledge of oil circuit reclosures, sectionalizing, and the application of fuses where students will learn to install and operate single-phase and three-phase pole mount reclosures, substation fuses and reclosures, and gang operated air-break and load-break switches. Prerequisites must have a grade of C or higher: EPD 135

EPD 180 Substations & Voltage Regulation (Fa) 4 SCH

A study of substations, capacitors, voltage regulators, auto-boosters; practical experience in substation grounding, inspections, substation maintenance; operation and installation of high side fuses, power transformers, substation buswork, and transfer switches; methods of voltage regulation, and Supervisory Control and Data Acquisition (SCADA). Prerequisites must have a grade of C or higher: EPD 140, EPD 150, EPD 170

EPD 195 Employability Skills (Fa) 1 SCH

Course provides students with experience in preparing resumes, contacting future employers, and interviewing with prospective employers. Students will also gain experience in the interview process through mock interview sessions provided to help prepare the student for actual interviews. Prerequisites: None

EPD 199 Utility Internship (Su) 8 SCH

Course provides practical work experience as an apprentice lineman with an operating utility and is completed between the first and second semesters. The student must spend at least eight clock hours in the computer learning center to develop his/her resume prior to interviewing for internship placement. Prerequisites must have a grade of C or higher: All First Semester coursework and permission

Information & Network Technology

CRT 110 Employability Skills (Sp,Fa) 1 SCH

Discussion and scenarios are used to prepare for the world of work. Resume writing, customer relations and general job seeking and retention skills are covered. Prerequisites: None

CRT 115 INT (Information & Network Technology) Essentials (Sp,Fa) 1 SCH

Basic knowledge in math, electronics, and computing to enhance ability to successfully progress through and complete the INT program. Prerequisites: None

CRT 120 Advanced Operating Systems (Sp,Fa) 3 SCH

A study of personal computers, including memory management, operating systems installation and configuration, utility programs and device drivers. Prerequisites: None

CRT 125 PC Hardware (Sp,Fa) 3 SCH

A study of material relating to personal computer hardware: hard disk sub-systems, interface types, software applications, proper hardware installation and configuration. Typical PC hardware and software fault diagnosis will also be covered. Prerequisites: None

CRT 144 UNIX Fundamentals (Fa) 3 SCH

For new users on UNIX. A study of fundamental command-line features of the UNIX environment including file system navigation, file permissions, the text editor, command shells and basic network use. Prerequisites: CIS 117

CRT 148 Microsoft Network Operating System (Sp) 3 SCH

An introduction to the current version of Microsoft's Windows network operating system. Material presented extends from creating a site plan, through installation, configuration, administrative management and finishes with disaster recovery. Hands-on activities to reinforce presented concepts are utilized. Prerequisites: CRT 120 with a grade of C or higher

CRT 150 Microcomputer Troubleshooting (Fa) 3 SCH

Use of the knowledge and skills learned from the PC Hardware and Advanced Operating Systems courses applied to timed, practical troubleshooting problems. Scenarios include hardware, software, or mixed situations. Interspersed with problems are class discussions regarding methods and techniques used to solve each problem. Prerequisites: CRT 120, CRT 125, CIS 117 with grades of C or higher.

CRT 170 Networking Fundamentals (Sp, Fa) 3 SCH

This course will cover material that provides an understanding of data communication and networking terms. It will cover hardware, software and topologies used for communications and networking. The first course in the Cisco Network Academy Program (Semester 1). Prerequisites: None

CRT 175 Routers & Router Configuration (Sp, Fa) 3 SCH

A study of WAN's, routers, router command line interface, router components, router startup and setup, router configuration, IOS images, TCP/IP, IP addressing, routing, routing protocols and network troubleshooting. Router and Router Configuration is the second course in the Cisco Academy Program (Semester 2). Prerequisites: CRT 170 with a grade of C or higher.

CRT 181 Network/Server Management (Fa, Sp) 3 SCH

Provides the fundamental knowledge to implement and administer network management services in homes, small offices and other enterprise environments. Students learn to install, manage, monitor, configure and troubleshoot networks. Other topics include: centralized event logging, time synchronization, remote desktop, remote installation remote management, project management, disaster recovery, computer network policies, fault tolerance, packet analyzers, SNMP, central authentication, enterprise virus protection, encryption, centralized update and service packs, asset management, total cost of ownership, network performance monitoring, faulty monitoring, change management, auditing, and documentation. Prerequisites: CRT 120, CRT 170 with a grade of C or higher in both.

CRT 207 Advanced Network Applications (Sp, Fa) 3 SCH

Taught from a technician's view of client/server applications. Topics taught are server and client management and monitoring, network management and monitoring, application distribution, security and web-based applications including installation, management and troubleshooting of these applications. Prerequisites: CRT 205 or concurrent.

CRT 280 Advanced Router & Switch Configuration (Sp, Fa) 3 SCH

A study of advanced router configuration, LAN (Local Area Network) switching theory and VLANs (Virtual LANs), interVLAN routing, and advanced LAN and LAN-switched design. Also included are advanced IP addressing techniques (VLSM [Variable Length Subnet Masking]) and intermediate routing protocols (RIP v2, OSPF, and EIGRP). Third course in Cisco Network Academy Program (Semester 3). Prerequisites: CRT 175 with a grade of C or higher

CRT 282 Network Security (Fa) 3 SCH

Course addresses encryption, authentication, attacks and malicious code, threats and countermeasures, security topologies, intrusion detection, cryptography, viruses, firewalls, and physical security concepts. The student will design and implement security solutions that reduce the risk of revenue loss and vulnerability. Prerequisites: CRT 144, CRT 148, CRT 181, CRT 280 with a grade of C or higher in all and concurrent enrollment in CRT 287 and CRT 290

CRT 287 WAN (Wide Area Network) Theory and Design (Sp, Fa) 3 SCH

WANs (Wide Area Networks) are used to connect LANs (Local Area Networks) and are used to provide the connectivity of the internet. This course covers WAN theory and design, WAN technologies, WAN communication protocols (PPP, frame relay, ISDN), and network troubleshooting. Fourth course in Cisco Network Academy Program (Semester 4). Prerequisites: CRT 280 with a grade of C or higher

CRT 290 Network Troubleshooting (Sp) 3 SCH

Capstone course covering essential concepts required for network troubleshooting. Application of various resources to solve common network problems to maintain a network at peak performance. Troubleshooting and network analysis is an integral part of the network design process. Also addressed are advanced troubleshooting skills for those who will be designing or maintaining a network; tracking down problems to maintain properly running networks; and highlighting common pitfalls of network design. Practice in diagnosing and debugging problems. Prerequisites: Must have a grade of C or higher in CRT 150, CRT 207, CRT 287 or CRT 287 concurrently.

Mathematics

MAT 100 Workplace Mathematics (Fa, Sp) 3 SCH

Course that focus is on preparing students to succeed in college level mathematics. Topics include basic operations, fractions, decimals, percent, measurement, basic geometry and introduction to algebra. Supplemental instruction will include overcoming math anxiety for academics and solving mathematical applications for the workplace. Prerequisites: None

MAT 105 Technical Mathematics (Fa, Sp) 3 SCH

Algebra based mathematics course that focuses on technical applications. Topics include measurement, polynomials, algebraic formulas, graphing linear equations, systems of linear equations, geometry and trigonometry. This course is designed to provide students with the mathematical background necessary for entering technical career fields. Prerequisites: Appropriate COMPASS score or MAT 100 Workplace Mathematics

MAT 110 Intermediate Algebra (Fa, Sp) 3 SCH

This course is designed for students who have only one year of high school algebra, are inadequately prepared for College Algebra, or score in the prescribed range on the ASSET/COMPASS exams. Topics covered will include Number Systems, Linear Equations and Inequalities, Lines, Systems of Linear Equations and Inequalities, Polynomials, Exponents, Rational Expressions, and Quadratic Equations. An advisory placement test will be given on the first day of the class. Prerequisites: One year of high school algebra with a C or better and appropriate ASSET/COMPASS/ACT score.

Nursing

NUR 100 Nursing I (Fa) 9 SCH

With a focus on nursing roles and responsibilities, Nursing I is designed to develop the foundation of knowledge and theory required for providing nursing care. Taken concurrently Nursing I Clinical in the laboratory setting and in supervised clinical practice, the student begins developing skills required to apply theory and knowledge in nursing practice. Prerequisites: Admission to the PN program

NUR 101 Nursing I Clinical (Fa) 3 SCH

Practical application of knowledge and understanding gained in the didactic course, Nursing I, in the development of basic patient care skills. Prerequisites: Admission to the PN program and concurrent enrollment in NUR 100 Nursing I

NUR 102 Medication Math (Fa) 1 SCH

To gain proficiency in medication math calculations, information is offered about the formulas and computations used in calculation of medication dosages and monitoring of intravenous fluid therapy. Specific principles used in converting measurements from metric, apothecaries, and household equivalencies appropriate to nursing care will be covered. Prerequisites: 90% proficiency on basic math skills test.

NUR 104 Nutrition (Fa) 3 SCH

A study of the various nutrients essential to promoting growth and maintenance of the human body. Specific nutrient content identifies food sources and usages in the body, as well as effects of deficiencies. Clinical aspects of nutrition are referred to through various therapeutic diets, as well as through introductory nutrition assessment skills. Prerequisites: None

NUR 106 Human Development (Fa) 3 SCH

A study of the normal physical, psychological, and social development changes that occur in a person from birth to death. Specific information and identifying factors which influence human development and changes in family structure and living during the life cycle are covered. Strategies to assist individuals and/or families dealing with crises such as hospitalization are integrated within the course. Prerequisites: None

NUR 110 Pharmacology (Sp) 2 SCH

Development of beginning-level knowledge and understanding of pharmacology and medication administration. Topics addressed are medication administration theory and corresponding lab experiences with a practicum session to evaluate injection technique; specific drug groups and individual drugs from each group; reinforcement and integration of pharmacology theory throughout all semesters. Relevant application of all pharmacology theory will occur in planned clinical experiences offered concurrently with Nursing II and Nursing III theory. Prerequisites courses must have a grade of C or higher: NUR 100, NUR 101, NUR 102 Medication Math with a score of 90% or higher

NUR 120 Nursing II (Sp) 10 SCH

An integration of information about the structure and function of the various body systems with information concerning the effects of common disorders of these body systems, which can then be used to plan and deliver nursing care to adults and children. Also integrated throughout the course are specific pharmacology, dietary and nursing process information. Practical application of this knowledge and understanding continues through concurrent enrollment in the Nursing II clinical course. Prerequisites courses must have a grade of C or higher: NUR 110

NUR 121 Nursing II Clinical (Sp) 3 SCH

The student applies knowledge and understanding gained in the didactic course, Nursing II. The student continues the development of nursing skills and application of nursing process in the care of adults and children in the medical-surgical clinical setting. Prerequisites courses must have a grade of C or higher: NUR 100, NUR 101, NUR 110

NUR 131 Personal & Career Orientation I (Fa) 1 SCH

This seminar-style course provides orientation to the transition to the student role, then to the LPN role and responsibilities. Seminar sessions will be held regularly during the fall semester. Prerequisites: None

NUR 133 Personal & Career Orientation II (Sp) 1 SCH

This seminar-style course provides orientation to the transition to the student role, then to the LPN role and responsibilities. Seminar sessions will be held regularly during the spring semester. Prerequisites: NUR 131

NUR 134 Therapeutic Communication & Mental Health (Su) 2 SCH

Building on basic communication concepts introduced in Nursing I and applied through the rest of the curriculum, the student gains knowledge of introductory concepts of mental health and therapeutic communication. Prerequisites: NUR 120, NUR 121.

NUR 170 Nursing III (Su) 4 SCH

An integration of information about the structure and function of the male and female reproductive body systems with information concerning the needs of the childbearing family during the pregnancy, labor, delivery, postpartum and newborn periods. This information can be used to plan and deliver nursing care to adults and children. Specific pharmacology, dietary and nursing process information is integrated throughout the course. Practical application of this knowledge and understanding continues through concurrent enrollment in the Nursing III clinical course. Prerequisites courses must have a grade of C or higher: NUR 120, NUR 121

NUR 171 Nursing III Clinical (Su) 1 SCH

The student builds on knowledge and understanding gained in Nursing I and II, and continues the development of nursing skills while planning and providing care for the childbearing family. The primary clinical focus is on the nursing care of women and newborns. Prerequisites courses must have a grade of C or higher: NUR 110, NUR 120, NUR 121 and Concurrent enrollment in NUR 170 Nursing III

NUR 201 RN Transition Course (Fa, Sp) 2 SCH

Focus is on the role transition from LPN to RN. It includes the review and/or validation of major content/concepts and skills from NUR 100, 101, 120, and 121. Emphasis is placed on the transition of the LPN to and RN role, physical assessment skills, communication and critical thinking skills. The student's responsibility for learning, self-evaluation and collaboration is also emphasized. Prerequisites: Admission to the ADN program. Offered in a 4 week semester.

NUR 220 Nursing Across the Lifespan (Fa, Sp) 10 SCH

Focus is on IV therapy, health promotion, illness prevention, and maintenance of health in acute or chronic conditions for individuals experiencing psychological, psychiatric and medical or surgical problems across the lifespan. Clinical experiences may be gained on the Obstetric, Pediatric, Psychiatric and Medical-Surgical Units. Nursing role emphasis is on organizing care for individuals using the nursing process. Critical thinking differentiates client needs based on age, health status, acuity of condition, ethnic origins, and prognosis. The client's role within the family, his/her occupation, and society are taken into account. Principles and practices of IV therapy are emphasized. Prerequisites: NUR 201, and concurrent enrollment in SC 111 and SC 112, and MAT 110 Intermediate Algebra, or evidence of previous credit.

NUR 230 Management of Patient Care (Fa, Sp) 12 SCH

Focus is on the management of patient care for larger groups. Critical thinking is emphasized in the organization, coordination, and delegation of client care. Experience is provided in the care of patients with more acute or complex conditions in areas such as critical care, emergency room, and rehabilitation settings. Ethical and legal issues are explored as they relate to nursing practice. Transition to the professional nursing role is revisited. Prerequisites: NUR 220, SC 111, SC 112, MAT 110 and concurrent enrollment in COM 105, COM 115

Social Science

PSY 100 General Psychology (Fa, Sp) 3 SCH

This course is an introduction to the science of psychology with an emphasis on the principles which lead to a greater understanding of human behavior. A variety of laboratory experiences will be included in the course. Prerequisites: None

SOC 100 Introduction to Sociology (Fa, Sp) 3 SCH

This course is an introduction to the study of the structure and function of human groupings, particularly those which occur in contemporary industrialized cultures. The relationships between the individual and his/her society, culture and society, and the social dynamics of institutions are investigated. Prerequisites: None

Welding Technology

WLD 100 Welding Theory (Fa) 2 SCH

An introduction to theories of welding Shielded Metal Arc, Gas Metal Arc, and Gas Tungsten Arc.

WLD 105 Welding Math (Fa) 2 SCH

An applied math course including use or knowledge of fractions, decimals, percent, and ration/proportion will applications to live welding projects.

WLD 110 Welding Metallurgy (Fa) 1 SCH

A study of the effects of heat on the structure of metal and with what happens to metal when certain alloying elements are added to it. Prerequisites: WLD 100

WLD 115 Blueprint Reading (Fa) 2 SCH

The intent of this course is to provide instruction in proper reading and interpretation of welding symbols and fabrication layout designs.

WLD 120 Oxy-Acetylene Welding (Fa) 2 SCH

Practice properly set-up and operate oxy-fuel torch outfit safely, to make several weld samples on mild steel metal in all positions, and to properly operate all oxy-fuel, plasma, and carbon arc gouging to make proper cuts and bevels on a variety of materials and thicknesses.

WLD 125 Shielded Metal ARC Welding: Pipe (Sp) 2 SCH

Practice in proper set-up of ARC welding equipment to weld in all positions on pipe. Prerequisites: WLD 100

WLD 130 Cutting Processes (Fa) 2 SCH

Includes cutting of ferrous metals with manual, motor driven, and oxy-fuel shape cutting equipment. Also included is high-energy plasma-arc and carbon arc cutting.

WLD 140 Shielded Metal ARC Welding I (Fa) 3 SCH

Practice in proper set-up of ARC welding equipment to weld in all positions on mild steel plate. Prerequisites: WLD 100

WLD 145 Shielded Metal ARC Welding II (Fa) 2 SCH

Shielded metal arch welding safety, theory, and manipulative skills in the vertical and overhead positions.

WLD 150 Gas Metal ARC Welding MIG I (Sp) 3 SCH

Instruction in proper set-up and operation of MIG welding equipment to weld in all positions using sheet metal and steel plate, as well as several different sizes, wires and types of gasses. Prerequisites: WLD 100

WLD 155 Gas Metal ARC Welding MIG II (Sp) 2 SCH

Instruction in proper set-up and operation of MIG welding equipment to weld in all positions using aluminum, as well as several different sizes, wires and types of gasses. Prerequisites: WLD 100

WLD 160 Flux Cored Arc Welding (Sp) 2 SCH

A study of the use of self-shielded flux cored and gas-shielded flux cored tubular wire electrodes. Prerequisites: WLD 100

WLD 170 Gas Tungsten ARC Welding TIG I (Sp) 3 SCH

Practice in proper set-up and operation of TIG welding equipment to weld in all positions by using mild steel and stainless steel. Prerequisites: WLD 100

WLD 175 Gas Tungsten ARC Welding TIG II (Sp) 2 SCH

Practice in proper set-up and operation of TIG welding equipment to weld in all positions using aluminum. Prerequisites: WLD 100

WLD 190 Project Management (Sp) 2 SCH

Capstone course utilizing welding and cutting skills combined with layout, design and metal working procedures, such as using power brakes, rolls, blueprint reading, math and special formula skills in project format. Prerequisites: 20 SCH in WLD completed & permission

WLD 195 Employability Skills (Sp) 1 SCH

Develop skills in computers usage, speed reading, resume writing, human relations, personal and professional development. Prerequisites: 15 SCH in WLD completed

WLD 199 Occupational Work Experience (Sp) 2 SCH

Planned work experience in the workforce which is supervised by a welding professional and monitor by an instructor. Prerequisites: 20 SCH in WLD completed & permission

WLD 260 Agricultural Construction (Sp) 3 SCH

The course is designed to provide students with the theoretical basis, knowledge and skills necessary for the construction/fabrication of metal projects. Emphasis will be placed on: laboratory safety, general laboratory measurements, metal identification/characteristics, oxyacetylene welding and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), plasma cutting, and project construction. Prerequisites: None

Directory

Administration

Elleston, Robert J.	President Ed.D., University of Arkansas at Little Rock M.A., Webster University B. S., Southern Illinois University A.A.S., Community College of the Air Force
Mahan, Marilyn	Vice President of Instructional Services M.S., Emporia State University B.S.E., Emporia State University A.A.S., Hutchinson Community College
Kelly Hoggatt	Vice President of Student Services M.S., Kansas State University B.S., Kansas State University
Bloodgood, Jane	Vice President of Business Services M.S., Kansas State University B.S., Indiana University
Fogg, Richard	Associate Vice President of Institutional Advancement Ph.D., Kansas State University M.S., California State University B.A., California State University A.A., Chabot Community College

Professional Staff

Carlson, Kody	Director of Financial Aid B.S., Kansas State University
Claus, Rebecca	Division Chair, Nursing & Allied Health M.S.N., Fort Hays State University B.S.N., Fort Hays State University B.A., Kansas Wesleyan University
Claussen, Mark	Director of Development B.S., Kansas State University
King, Michael	Network Administrator A.A.S., Manhattan Area Technical College
Kirkpatrick, Dan	Counselor/Placement Advisor M.S., Kansas State University B.A., Bethany College
Pfeifer, Justin	Director of Admissions M.S., Kansas State University B.S., Kansas State University
Vonada, Sally	Director of Workforce Development M.Ed., University of Alaska-Anchorage B.A., University of Iowa
Williams, Trysta	Director of Human Resources M.B.A., Kansas State University B.S., The University of Tampa

Faculty

Anderson, Barbara	Practical Nursing Instructor B.S.N., Nebraska Wesleyan
Barnes, Cindy	Practical Nursing Instructor M.S., Kansas State University B.S.N., University of Kansas
Bell, Ron	Air Conditioning and Refrigeration Instructor Diploma - Electricity /Electronics, Northwest Kansas Area Vocational Technical School
Boring, Brent	Electric Power and Distribution Instructor Journeyman Lineman
Chambers, Wes	Welding Technology Instructor B.S., Manhattan Christian College
Delay, Norm	Computer-Aided Drafting Technology Instructor B.S., Friends University A.A., Hutchinson Community College
Duggan, Andrew	Automotive Technology Instructor A.S.E. Certified Diploma - Manhattan Area Vocational-Technical School
Eckart, Ben	Information and Network Technology Instructor Cisco Certified Academy Instructor

Enright, Monty	Computer-Aided Drafting Technology Instructor B.S., Fort Hays State University	Pryor, Gary	Building Trades Instructor B.S., Kansas State University A.A., Hutchinson Community Junior College
Estes, Helen	Practical Nursing Instructor M.S., Kansas State University B.S.N., California State University	Russell, Thad	Information and Network Technology Instructor B.S., Pittsburg State University Diploma, Computer Repair, Manhattan Area Vocational-Technical School
Fair, Rex	Electric Power & Distribution Instructor Journeyman Lineman	Schroll, Linn	Automotive Collision Repair Instructor Diploma - Manhattan Area Vocational-Technical School
Heine, Tamara	Associate Degree Nursing Instructor B.S.N., Baker University R.N., Baker University	Sedillos, Marlene	Written Communications Instructor Ph.D., Kansas State University M.S., Kansas State University B.A., University of Northern Colorado
Hobbs, Donna	Coordinator of Library Services M.S., Fort Hays State University B.A., Benedictine College	Shannon, Carlie	Mathematics Instructor B.S., University of Kentucky A.A.S., Lexington Community College, Kentucky
Jensen, Don	Automotive Technology Instructor B.S., University of Nebraska A.A., Fairbury Junior College A.A.S., Southeast Community College	Stegeman, Laurie	Practical Nursing Instructor B.S.N., University of Kansas
Johnson, Laurie	Business and Computer Technology Instructor M.S., Wayne State College B.A.E., Wayne State College	Tabor, Sandra	Associate Degree Nursing Instructor M.S.N., Fort Hays State University B.S.N., Graceland College A.D.N., Kansas City Kansas Community College
Keltner, Carol	Business and Computer Technology Instructor M.S., Emporia State University B.S.E., Emporia State University	Williams, Robert	Business and Computer Technology Instructor M.S., Kansas State University B.S.E., Emporia State University
Ortega, Darren	Learning Resource Center Coordinator B.S., Kansas State University		
Peters, Beth	Associate Degree Nursing Instructor A.A.S., Barton County Community College Certificate, Kaw Area Vocational-Technical School		