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| **2023-2024** <br> **NWKTC Catalog and Student Handbook** |
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## Welcome from the President

Welcome to one of the most successful colleges in the State of Kansas! For over half a century, Northwest Tech has been a leader in offering relevant, timely and in-demand technical education to our students. As a college fully accredited by the Higher Learning Commission of the North Central Association and numerous program-level accreditations, students can know with certainty they are receiving a top-notch education.

Upon completion of their program of study, our graduates are prepared to enter the workforce and head directly into high-demand and high-wage careers. Our faculty members are among the best and have come to us with real-world experience in business and industry. They do not just teach material out of a book; they have lived it. Their talents and skills provide a priceless experience and ensure Northwest Tech students have an industry-proven and quality hands-on education.

Northwest Tech is the only publicly funded technical college in the state to offer the full college experience. With campus housing, 18 academic programs, 10 athletic programs, and a host of student life experiences, we are an excellent choice for students looking to experience all that college has to offer!
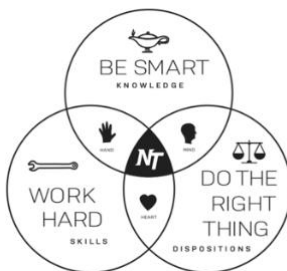
We have a longstanding philosophy of "Head, Hand and Heart". As part of this way of thinking, we expect our students to be smart, work hard and do the right thing.

When our students enter the workforce, we prepare them to be difference makers and critical thinkers. We expect them to be good citizens and engage in the development of their community; both while students at Northwest Tech and wherever they choose to start their careers.

At Northwest Tech, we are about more than just teaching students; we are about changing lives and changing communities. Whether you are a prospective student, community member, friend of the college or an alumnus, we hope you will join us on this journey!

*Ben Schears*

President, Northwest Kansas Technical College

## History of Northwest Tech

Northwest Kansas Technical College was established in 1964 as a Public Area Vocational Technical School by the Kansas State Department of Education. The school operated under the names of Northwest Kansas Area Vocational Technical School, Northwest Kansas Technical School, Northwest Kansas Technical College and is now known as Northwest Tech.

**In the beginning....**
Long before legislation was drafted to create technical colleges in the state, the citizens of Northwest Kansas recognized a need to provide technical education to the region. The early 1960's was a time of national, social and economic turmoil, yet change was on the horizon, and amidst growing industry demand for skilled workers, a vision began to form. It was a vision of an educated workforce, of young entrepreneurs learning a trade and opening businesses, and of the creation of an institution of higher learning for the future of Northwest Kansas.

The vision began to take shape with the help of the Vocational Education Act of 1963, which provided congressional support for the establishment of vocational/technical schools across the nation. On August 28, 1964, the vision finally became a reality when Northwest Kansas Area Vocational Technical School opened its doors for the first class of students. With over 105 students studying both full-time and part-time during the first year, and eight technical programs tailored to address workforce needs in the area, the school was well positioned to have an immediate impact on the local and regional economy.

**Over the years**
School enrollment multiplied during the late 1960's and leveled off during much of the 1970's with enrollment running steadily around 350 students taking courses each year. During this time the footprint of the college grew, and numerous new buildings were added to accommodate the growth of enrollment.

The addition of housing transformed the campus from a commuter school to a residential school and provided more significant opportunity for recruiting students who were looking for a traditional campus experience and a technical education.

**A new era begins**
By the late 1990's and early 2000's the higher education landscape in Kansas was changing, especially for technical schools. In early 1999, the Kansas Legislature enacted Senate Bill 345, which would move the two-year colleges and technical schools out from under the purview of the Kansas Department of Education to that of the Kansas Board of Regents.

Only two short years later, in early 2001, the legislature passed House Bill 2001, which changed the name of Northwest Kansas Area Vocational Technical School to Northwest Kansas Technical College. In addition to the name change, the legislative action also required each of the technical colleges in the state to pursue accreditation through the Higher Learning Commission.

After applying for candidate status and completing all of the rigorous requirements necessary for regional accreditation, on May 15, 2007, Northwest Kansas Technical College received regional accreditation from the Higher Learning Commission. This transformative moment catapulted the reputation and image of the college and allowed for the offering of fully accredited Associate of Applied Science degrees and technical certificates.

By 2010, enrollment from regional high schools was beginning to wane in response to declining community populations. To help address the decline, the college decided to add an NJCAA athletic program to the institutional portfolio. By launching an official athletic program, Northwest Tech became the first (and currently only) technical college in the state of Kansas to have collegiate-level athletics.

**Today**
Northwest Tech, as it is more commonly known today, is among the most successful two-year colleges in the nation in our ability to graduate students. Few other colleges are as successful as Northwest Tech in bringing students all the way from their first day at freshman orientation to the stage at graduation.

Business and industry have always been the driving force behind the story of Northwest Tech. With over 95% of our graduates being placed in high-wage, high-demand jobs, that driving force continues to steer our course into the future.

## Mission

**The mission of Northwest Kansas Technical College, as an institution of higher learning, is to prepare individuals for gainful employment in technical and professional careers, productive personal lives, and lifelong learning.**

Northwest Kansas Technical College will fulfill its mission by:

- Offering associate of applied science degrees and technical certificates upon completion of technical programs designed to meet student and employment needs.
- Providing educational opportunities that enhance technical experience, problem solving, communication, and human relations skills.
- Providing relevant learning experiences supported by qualified and experienced faculty and staff, modern technology, and physical facilities designed to enhance the learning environment.
- Ensuring technical programs, curriculum, and teaching methodologies are continually updated through interaction with business and industry, advisory councils, specialized accreditation, certification agencies, and through the assessment process.
- Promoting diverse opportunities for leadership and personal growth through student organizations.
- Maintaining a program of guidance to enhance the student's decision-making abilities in both career and personal goals.
- The college will develop articulation agreements with other colleges and universities to provide seamless transfer of credits.

## Vision

The vision of Northwest Kansas Technical College as a forward thinking, premier leader in career and technical education is to maximize learning through progressive technology and facilities, collaborations, and professional experiences that foster lifelong learning in a diverse global society.

## Values

Northwest Kansas Technical College affirms the following values and beliefs as we pursue our vision and achieve our mission:

**Commitment to Learning**
We believe that students can achieve their personal and professional potential through higher education. We assume responsibility for providing varied general education, technical, and training experiences that will cultivate lifelong learning. We are committed to a program of faculty development that fosters growth and academic freedom to assure high-quality and relevant instruction and training.

**Commitment to Quality**
We believe that high-quality educational and technical programs, excellent student services, and well-qualified faculty and staff contribute to the successful achievement of our students' educational and career goals.

**Commitment to Integrity**
We recognize the importance and value of our institution demonstrating honesty and fairness in all of our programs and services. We will strive to develop integrity and strong work ethics in our students by modeling ethical and professional behavior throughout the institution. We are committed to forging strong relations with our local community, regional businesses, and industries.

**Commitment to Service**
We are committed to "student centered" service by providing support to meet their individual differences and needs. We will strive to serve local and regional businesses and industry by providing well-educated students to meet employment needs. We are committed to involve students, faculty, staff and administration in community service.

**Commitment to Diversity**
We recognize the value of different student learning styles and the benefit of utilizing a variety of teaching methodologies to enhance learning. We are committed to provide for student diversity through the general education curriculum, technical programs, and the use of a variety of teaching methods. We have an appreciation and encouragement of a diverse student, faculty, and staff population.

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## Strategic Plan Pillars

The NWKTC strategic plan is designed to chart our course into the future, based on the following pillars:

Pillar 1: Enrollment Growth and Sustainability
Pillar 2: Quality and Accessible Academics
Pillar 3: Improving Student Success
Pillar 4: Engage with the Community
Pillar 5: Maintain Fiscal Health
Pillar 6: Improve Facilities & Network
Pillar 7: Developing Employees
Pillar 8: Strengthen External Partnerships

## Programs of Study

Northwest Tech offers the following programs of study leading to either the certificate of completion, the technical certificate, or the Associate of Applied Studies (AAS) degree. These programs are approved by the Kansas Board of Regents.

1. **Applied Technologies** (AAS)
2. **Auto Body (Automotive Collision & Repair)** (AAS; Technical Certificate) *Please note that this program is being phased out; no new students will be accepted into this program*
3. **Automotive Technology** (AAS; Technical Certificate)
4. **Business Technology** (AAS; Technical Certificate)
5. **Carpentry** (AAS; Technical Certificate)
6. **Childcare Specialist** (AAS; Technical Certificate)
7. **Cloud and Crypto Computing** (AAS; Technical Certificate)
8. **(CMA) Certified Medication Aide** (Certificate of Completion)
9. **(CNA) Certified Nurse Aide** (Certificate of Completion)
10. **(CDL) Commercial Driver's License** (Certificate of Completion)
11. **Computer Graphics Technology** (AAS; Technical Certificate)
12. **Cosmetology** (AAS optional; Technical Certificate)
13. **Crime Scene Investigation Technology** (AAS; Technical Certificate)
14. **Kansas Institute of Diesel Technology** (AAS; Technical Certificate)
15. **Electrical Technology** (AAS; Technical Certificate)
16. **(EMT) Emergency Medical Technician** (Certificate of Completion)
17. **Engineering Technology – Civil/Surveying** (AAS; Technical Certificate)
18. **Engineering Technology – Mechanical** (AAS; Technical Certificate)
19. **Medical Assistant** (AAS optional; Technical Certificate)
20. **Plumbing** (AAS; Technical Certificate)
21. **Precision Agriculture** (AAS; Technical Certificate)
22. **Respiratory Care** (AAS; Technical Certificate)
23. **Welding** (AAS optional; Technical Certificate)

## Accreditation Statement

Northwest Kansas Technical College is accredited by the Higher Learning Commission (HLC), a regional accreditation agency recognized by the U.S. Department of Education.
230 South LaSalle Street, Suite 7-500
Chicago, IL. 60604
1-800-621-7440

To file a complaint, please follow the stated procedures at this link:
https://www.hlcommission.org/Students-Communities/complaints.html

In addition, several academic programs are accredited or approved by the following accrediting bodies:

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- National Automotive Technician Education Foundation (NATEF)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Commission on Accreditation for Respiratory Care (CoARC)

## Accessibility Statement

Northwest Tech is committed to providing reasonable accommodations for individuals with documented physical and learning challenges. Course content is accessible through Moodle, our learning management system.

Information regarding the services, activities, and facilities that are accessible to individuals with disabilities is available from the Vice President of Academic Advancement, 1209 Harrison, Goodland, Kansas 67735 (785-890-3641).

## Statement of Nondiscrimination

Northwest Kansas Technical College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or Limited English Proficiency (LEP).

Northwest Tech respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination, including sexual harassment and sexual violence.

Concerns regarding disability or race, color, or national origin should be referred to the Vice President of Academic Advancement who serves as the Section 504 Coordinator/ADA Coordinator/Title VI Coordinator.

All other concerns should be referred to the Vice President of Student Advancement who serves as the Title IX Coordinator/Age Act Coordinator.

Both Vice Presidents are located at the Northwest Tech Administration Building, 1209 Harrison, Goodland, KS 67735. (785-890-3641)

## Governance

The college is governed by a nine-member Area Board of Control with a chairman, vice chairman, treasurer, secretary, and five board members who are sub-chairpersons of committees: faculty, building and grounds, curriculum, public relations, and student welfare. Additionally, 15 advisory board members are appointed to the area board by local school districts and are granted voting privileges. There is also a designated representative from Sherman County. These 25 board members come from the 17 counties that are within Northwest Kansas Technical College's service area.

**Area Board of Control Members:**
USD 103 Cheylin – Mike McCarty
USD 105 Rawlins - Jordan Dunker
USD 200 Greeley - Ginger Gibson
USD 208 Wakeeney - Randy Balluch
USD 211 Norton – Katelin Koch
USD 241 Wallace – Bruce Bolen
USD 242 Weskan – Rob Loftin
USD 274 Oakley - Greg Jirak
USD 275 Triplains - Mark Hanson
USD 281 Graham - Brad Bucl
USD 291 Grinnell - Alan Suter
USD 292 Wheatland - Jerry Gallentine
USD 293 Quinter – Shane Mann
USD 294 Oberlin - Dan Wasson
USD 297 St. Francis - Denise Andrist
USD 314 Brewster – Heather McDonald
USD 315 Colby - Kris Lemman
USD 316 Golden Plains - Paul Bruggeman
USD 352 Goodland - Brad Schick
USD 412 Hoxie - Billi Beckman
USD 466 Scott – Julia Cheney

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USD 467 Leoti - Josh Young
USD 494 Syracuse – Marshall Hart
Sherman County - Richard Short

## Endowment Association

Northwest Kansas Technical College Endowment Association is a non-profit organization dedicated to providing financial and organizational support to Northwest Kansas Technical College in order to bring educational and lifelong learning opportunities to students.

**Endowment Association Board of Trustees**
Bryce Cole - Goodland, KS
Cara Daise - Goodland, KS
Josh Dechant – Goodland, KS
Katherine Franklin - Goodland, KS
Oura Garrett- Goodland, KS
Alissa James - Burlington, CO
Stephanie Kling - Goodland, KS
Robert Loftin - Weskan, KS
Frank Otter – Clayton, KS
Lissa Sexson - Sharon Springs, KS
Ben Schears - Goodland, KS
Kara Schields - Goodland, KS
Jonathan Spellmier – Goodland, KS
Alan Townsend – Goodland, KS
Delores Archer (Honorary Trustee)
Roland Query (Emeritus Status)
Bruce Buck (Emeritus Status)

## Academic Calendar

Northwest Tech maintains the academic calendar on the college website for convenient access to start dates, add/drop dates, mid-term dates, withdraw dates, and semester end dates. The academic calendar also includes the holiday break schedule. To access the official academic calendar, please visit:
https://www.nwktc.edu/students/academic-calendar

## Campus Phone Directory

Northwest Tech maintains a current campus directory complete with contact information for academic departments and student services on the college website. The directory is available under the About Northwest Tech tab:
https://www.nwktc.edu/campus-phone-directory

## Offices, Programs and Services

### Admissions Office
Administration Building, 1209 Harrison
785-890-1505
The Admissions office processes applications for new students, facilitates new student enrollment, and assists students with course add/drop/withdraw.

### Bookstore
Administration Building, 1209 Harrison
785-890-1550
In addition to selling textbooks, the bookstore also sells tools and other materials/supplies students may need for their classes.  Maverick gear and sportswear is available, along with snacks and various sundries (single use aspirin, etc.)

Bookstore hours will be posted at the facility. Books, tools, and classroom supplies for each program are available along with a variety of items from stamps to clothing. Students may obtain books from the bookstore or elsewhere.

### Business Office
Administration Building, 1209 Harrison
785-890-1504
The business office is where students are directed when they receive packages.  The business office staff members are helpful to students in navigating the billing, payment plans, and financial aid processes.

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## Career Services

Administration Building, 1209 Harrison
785-890-1514
At Northwest Tech, career preparation begins long before graduation. Career Services staff members assist students with resume and cover letter development, interview and job search skills. In addition, students are advised of entry-level job openings and interview opportunities.

A career services coordinator is responsible for job development with business and industry. The coordinator is also available to provide career planning assistance for current and former students. Job openings are posted on the Career Services page of the college website:
https://www.nwktc.edu/students/career-services

Instructors are an excellent resource for job search assistance and letters of recommendation. Prospective employers routinely contact instructors about openings and student performance.

The Career Service Office also conducts the Graduate Follow-up Surveys is to provide students, prospective students, policy makers and the general public with information about the employment and educational outcomes of graduates of Northwest Kansas Technical College.

## Counseling and Referral Services

785-890-1584
Northwest Tech refers students to professional resources in the Goodland community for counseling and help with specific problems such as drug, alcohol, and mental illness. Students and/or advocates for students may contact the Vice President of Student Advancement for referrals to these resources.

## Information Technology

Administration Building, 1209 Harrison
785-890-1546
The staff in the IT department are helpful to students when setting up accounts for NT email, Moodle, and Empower; purchasing the iPad; scheduling tests in the Test Center; and general troubleshooting for computer issues.

## Office of Academic Advancement

Administration Building, 1209 Harrison
785-890-1514
The Vice President of Academic Advancement coordinates the curriculum, assessment, and registration processes. Students in need of accommodations to facilitate their studies are invited to meet with the Vice President of Academic Advancement. Students who have concerns/complaints regarding instructors are invited to talk with the Vice President of Academic Advancement.

## Office of Student Advancement

Administration Building, 1209 Harrison
785-890-1584
The Vice President of Student Advancement coordinates Student Life activities; campus housing; and student discipline. Students who violate the Maverick Student Code of Conduct will meet with the Vice President for a hearing and possible sanctions. Students who have concerns/complaints regarding harassment or discrimination are directed to the Vice President of Student Advancement.

## Outreach Office (Early College)

Administration Building, 1209 Harrison
785-890-1512
The Director of Outreach coordinates the Early College Programs. These programs collaborate with local high schools to help students earn college credit while still enrolled in high school. The Early College Programs include the Dual Credit, Concurrent Enrollment, and Junior/Senior Option.

## President's Office

Administration Building, 1209 Harrison
785-890-1501
The President maintains an open-door policy and is eager to meet with students to hear about their successes as well as to their concerns.

## Student Financial Aid

Administration Building, 1209 Harrison
785-890-1517
Students may work with the staff in the Financial Aid office to process their FAFSA paperwork to determine eligibility for loans and grants to pay for college.  This office is also responsible for implementing the Satisfactory Academic Progress system to ensure that students who receive federal financial aid are maintaining the requisite grade point average and pace to graduation.

## Transcripts

Administration Building, 1209 Harrison
785-890-1509
Incoming students will send their high school transcripts and, if applicable, other college transcripts to the Academic Advancement office.  Additionally, students may ask questions about requesting their NT transcripts to send to other institutions.

## Campus Facilities

## Administration Building

The administration building houses the Admissions, Academics, IT, Business, and President's offices as well as the Bookstore and the Auto Tech program.

## Cafeteria

The cafeteria is located in the Memorial Student Union and is open to Northwest Tech students, employees and members of the community. Meals may be purchased individually or through a meal plan. Cafeteria hours are posted at the facility.

## Dr. Guy E. Mills Athletic & Academic Center

The Dr. Guy E. Mills Athletic and Academic Center provides a state-of-the-art wrestling and athletic facility and program space. The Area Board of Control dedicated the building to Dr. Guy E. Mills in 2013 for his dedicated service as President.

## Larry Keirns Fitness Center

The Keirns Fitness Center offers a variety of facilities including: a basketball court, racquetball courts, weight room including treadmills, stair gliders, elliptical machines, weight machines, free weights with bench, and squat rack. Northwest Tech students and employees are eligible to use the Fitness Center. Fitness Center hours will be posted at the facility.

## Lyons Room

The Lyons Room is located in the Memorial Student Union. This room is available for meetings and luncheons. Most student organizations will hold their meetings in this room. To reserve this room for meetings, please contact the Academic Affairs office.

## Max Alderman Library & Resource Center

Northwest Tech is committed to student success. Academic support services, including tutoring, are available at the Max Alderman Resource Center.

The library contains periodical, newspaper, and reference material related to the programs of study; a computer lab with Internet access for research purposes; access to personal email; and it provides a place for all students to study. Developmental, technical and/or general education classes may be held in the library or its computer lab. Library hours will be posted at the facility.

## Memorial Student Union

The Memorial Student Union houses the cafeteria, the Lyons Room, the Stable (dining facility), and the Assembly Room.  The Union is where students may relax and enjoy the company of others. Students have the opportunity to watch TV, play pool, and listen to music. The union is open before college classes, during breaks, and after college classes throughout the college year.

## Murray Center

The Murray Center is the home for the Business Technology program. Funds donated by Carl Murray, a lifetime farmer in Sherman County, assisted with the building of this facility in 1996.

## Price Convention Center

The Price Convention Center, formerly the Elks Lodge of Goodland, is a multi-purpose building used for college and community events. The facility is available for rent to members of the public for events such as meetings, luncheons, dinners, weddings, holiday parties, etc. The college received a generous grant to buy and fully renovate the PCC, originally built in the 1960s. Renovation started in June 2023, and the building will reopen in 2024 to resume hosting events for the college and public.

## Student Life

NWKTC provides a full-college experience, with options for living on or off campus, student athletics, participation in clubs and organizations, and other events that help college students create lasting memories of their college years.

## Student Housing

Northwest Tech offers student housing both on and off-campus. All housing facilities fees include internet & utilities. Housing policies are included in the Housing Contract and the Housing Handbook.

The Housing Handbook is distributed to all on campus students in the first week of the term and is also available online:
https://www.nwktc.edu/housing-handbook
- A housing contract may be obtained from the website:
  https://www.nwktc.edu/students/student-housing
- Room assignments are made on a first-come first-served basis.

- Northwest Tech reserves the right to refuse any reservation/contract. Refused contracts will be returned to the applicant.

**Vaccinations Required for Living on Campus**

To reduce the spread of bacterial meningitis among the student population, the Kansas Board of Regents requires all incoming students residing in student housing to be vaccinated for meningitis or to sign a waiver indicating that they refuse to receive the vaccine. Non-compliant students will be placed on administrative hold following the first week of classes and remain on administrative hold until the compliance is documented with the Admissions Office. Students will be unable to enroll for the following semester until the hold is released. Northwest Tech encourages all students to consider vaccination as well as to become knowledgeable about meningitis and its symptoms in order to reduce their personal risk.

**On Campus Housing**

Students who choose to reside in the Village will help form a student Village council that is made up of a representative from each housing unit (Village I, II and III). The council meets quarterly with the Housing Manager and the Vice President of Student Advancement. The council's purpose is to help plan for better village living. Laundry facilities are located within the Village complex on campus.



**Village I** units accommodate students in a ranch style, four- to five-bedroom unit which provides students with a shared bedroom. Students must purchase a meal plan for the Student Union Cafeteria.

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These units are partially furnished with twin beds. Students are responsible for cleaning their unit.

**Address for Village I:**

**1104 East 13th, Apartment #____**

**Goodland, Kansas 67735**

**Village II**. Students will be responsible for their own meals, personal items, and cleaning the rooms. Residents of Village II may purchase meals, snacks, and other refreshments in the Student Union Cafeteria.

**Address for Village II:**

**1204 East 13th, Apartment #____**

**Goodland, Kansas 67735**

**Village III** is a ranch style, three-bedroom unit that provides students with a bedroom, kitchen, and bath area. Students are responsible for cleaning their own unit.

**Address for Village III:**

**1200 East 13th, Apartment #____**

**Goodland, Kansas 67735**



**Off-campus Housing: Maverick Suites**

Maverick Suites provides double-occupancy rooms with two beds and a private bathroom. There is not a kitchen in the Suites; a meal plan will be required. Students are responsible for cleaning their unit. Students are responsible for their own transportation to campus.

**Addresses for Maverick Suites**

**West Unit:**

822 West Highway 24, Apartment #____
Goodland, Kansas 67735

**East Unit:**

724 West Highway 24, Apartment #____
Goodland, Kansas 67735

## Cafeteria Meal Plans

Students residing in college-owned housing are required to purchase a meal plan as part of the housing contract. These plans are not transferable or refundable. Meals are credited on a weekly basis and expire at the end of each week. Meal plans are a "use it or lose it" agreement and may be used to buy someone else's meals or snacks. Any meals for guests may be purchased at the cafeteria for cash.

## AA Support Groups

Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) group meetings are held throughout the Goodland area. A list of the times and locations is available through the Vice President of Student Advancement.

## Intramural Athletics

An intramural program consisting of various competitive sports is offered for students during the college year. Students may sign-up to participate individually or as a department. Typical sports offered are volleyball, basketball, racquetball, and wiffle ball.

## Athletics

Northwest Tech Athletics is home to the only Technical College in the state of Kansas with NJCAA Division 1 Athletics and a member of the KJCCC. You can find information regarding facilities, coaches, rosters and more at www.ntmavericks.com

Each individual athletic program will have its own Policy Handbook and contract, which is distributed to the athletes at first practice.

Northwest Tech offers collegiate athletics such as:
- NJCAA Men & Women's Basketball
- NJCAA Men & Women's Wrestling
- NJCAA Men & Women's Track & Field
- NJCAA Men & Women's Cross Country
- NJCAA Women's Softball
- NJCAA Men & Women's Shooting Sports

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## Student Government

Student Government is a student-based organization designed to help promote campus life and leadership among students. Students participating in all levels of the Council will maintain a high standard of personal conduct. Council members will demonstrate leadership qualities by serving as good examples of behavior through their ideas, words, and actions.

Student government is a student leadership organization with the following three purposes:

- To facilitate student events.
- To be an effective mediator between students and faculty.
- To work toward improved community relations.

The organization will meet two times per month to discuss and conduct business. Student Council will be composed of one member from each department. All Council members will be expected to participate in approved campus activities, which will serve to enhance the quality of student life of the college.

## Gaming Club

The Gaming Club offers a venue for game sharing, socializing, and competition. Weekly meetings are held on campus and gameplay is open to any games that members wish to share. Gaming Club also sponsors a number of tournaments each semester for games like HALO, Left 4 Dead, and Call of Duty.

## National Technical Honor Society

The National Technical Honor Society rewards excellence in workforce education. The goals of the organization are:

- 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)
- to help schools build and maintain effective partnerships with local business and industry

- and to champion a stronger, more positive image for workforce education in America

Criteria for membership in the National Technical Honor Society for Northwest Tech include:

- GPA of 3.5 or higher
- good academic standing
- good attendance
- faculty member recommendation
- student's dependability, leadership, and desire to pursue a career in his or her field of study

Students are nominated by an instructor. Instructors may nominate up to ten percent of their graduating class meeting the NTHS requirements.

Nominated students will receive a letter notifying them of the interview process for selection of new members. The student may either accept or decline the opportunity to interview with the selection committee, which consists of campus administrators and community members.

Following the interviews and selection, the students will be notified of their membership status and upcoming induction ceremony. The induction ceremony and reception will take place prior to the May graduation. Family and friends of inductees are welcome to attend the NTHS induction ceremony.

## HALO (Hispanic American Leadership Organization)

HALO is a student-led organization that is dedicated to fostering awareness and education about Hispanic and Latin culture. The mission of the organization is to strengthen, educate, empower and develop leaders while providing opportunities to excel in academics and special events.

## Departmental Clubs

Students in each program form a departmental club to help plan and organize activities, fundraisers, and social events. Student members vote each year for president, vice president, secretary, and treasurer.

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Club meetings are held on a regular basis. Departmental clubs have been involved in hosting guest speakers, planning community service events, submitting articles for magazine publication, raising money for scholarships, and participating in job search activities. Funds raised by departmental clubs should be used on activities that benefit the club or college.

## Skills USA

SkillsUSA is a national nonprofit organization serving career/technical education teachers, high school and college students who are preparing for careers in trade and technical and skilled service occupations, including health occupations. It was formerly known as VICA (Vocational Industrial Clubs of America).

As a part of SkillsUSA, Northwest Tech students are involved in:
- **Technical Skill Development/Championships** at the local, state and national level**.** Program instructors provide opportunities for students to prepare for competitions. The statewide competition usually takes place in April and the national competition takes place in June
- **Leadership Development** by managing campus wide professional development activities, participating in local, state and national leadership conferences, and participating in the online Career Skills Education Program.
- **Community Service** through departmental activities and involvement in the Goodland community
- **Service Learning** whereby students apply new skills and knowledge in real-world work situations

## Lost or Stolen Items

In the event students have items stolen on or off campus, they should contact the Goodland Police Department to file a report.

Items found should be turned in to the business office so the rightful owner may be located.

The college suggests that students take the necessary precautions to prevent the loss of personal items from vehicles, tool chests, lockers, and etc. while in shops or parking area of the college. The college shall not be responsible for items that are lost or stolen.

## Student Safety Requirements

Kansas Senate Bill 152 requires eye protection for every student and teacher in all schools, colleges, universities, and other educational institutions participating in any of the following courses of vocational, technical, or industrial arts shop or laboratory involving experience with:
- Any type of molten materials
- Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials
- Heat treatment or tempering of kiln firing of any metal or other materials
- Gas, electric, welding, or other forms of welding processes.
- Repair or servicing of any vehicle
- Caustic or explosive materials
- Electrical wiring and piping

All students involved with the above-mentioned hazards will need to purchase and to appropriately wear an approved eye protective device while engaging in these activities.

Approved safety glasses may be purchased in the college bookstore. Students wearing prescription glasses are asked to secure safety glasses with side shields prior to starting college.

Students in Auto Body/Collision Repair, Automotive Technology, Diesel Technology, Welding, Carpentry and Electrical Technology shall wear safety glasses while working in the shop areas. This policy also applies to instructors, administrators, and visitors in the shop areas.
There will be NO EXCEPTIONS to this rule.

## Student Appearance

It is the belief of the Northwest Tech Area Board of Control, administrators, and faculty, that the

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education of students should develop the whole individual, which includes personal habits such as cleanliness, neatness in appearance, and good attitude toward accepted job standards in the career field.

All students are expected to appear in clean and appropriate attire as indicated by each individual department.

Further, a student's clothing and/or grooming habits may impact the safe operation of power tools and other equipment in technical programs.

Industry and business consider appearance important when hiring and evaluating employees. Students may expect to be evaluated on their appearance as they receive technical education at Northwest Kansas Technical College in preparation for working in business and industry.

## Students' Responsibilities/Rights

Northwest Tech seeks to maintain a campus community based on our mission, values, vision, ethical standards of practice, and guiding policies/procedures.  Based on these fundamental beliefs, students are advised of their responsibilities and rights.

**Student Responsibilities.**
Students are responsible for:
1. Reading and understanding documents pertaining to their education at Northwest Tech, including but not limited to: the catalog, the program handbook, the course syllabus, financial aid documents, and official email correspondence from administration and faculty
2. Establishing and daily checking their NWKTC email account
3. Conducting themselves in a manner consistent with our philosophy of "Be Smart, Work Hard, Do the Right Thing" and the Maverick Code of Conduct
4. Respecting themselves and others; respecting others' privacy, property, and dignity

5. Making arrangements with the business office and student financial aid office to ensure their accounts are paid and financial obligations are met
6. Updating the registrar's office of any change in address or phone number
7. Communicating proactively with faculty regarding classroom absences, difficulties, learning support needs, and issues with teaching/learning
8. Prioritizing their obligations in life and managing their time so that they may successfully learn and progress in their course of study, maintain Good Standing, and prepare themselves for gainful employment
9. Participating in registration events and checking on their enrollment in courses, transcripts/transfer credit, and progress toward completion of their AAS degree or technical certificate for their program of study

**Student Rights.**
Students have the following rights:
1. To live and work on a campus free from crime and violence.
2. To be notified in a timely fashion of ongoing threats to the safety and security of campus.
3. To appeal to the administration in response to decisions/grades that are not based on (or in conflict with) stated policies/procedures
4. To privacy regarding educational records (see FERPA)

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# NORTHWEST TECH
## NORTHWEST KANSAS TECHNICAL COLLEGE

**2023-2024**
**NWKTC Catalog and Student Handbook**

# SECTION TWO:
# Admissions

## INDEX

Northwest Tech is an open enrollment, public college offering a variety of technical programs and community education courses. Besides offering full-time programs of study, we also offer programs for high school students and community members who wish to pursue courses or certifications on a part-time basis. Students of all ages may find something of interest at NWKTC.

## Admissions Procedures

The procedure for admission into NWKTC programs of study may vary depending on the type of program and the category of student. To see which admissions procedure to follow, answer the questions below:

| | |
|---|---|
| Are you currently a high school student? | See the Early College admissions procedures |
| Are you a community member who just wants to take a class for fun, or for Continuing Education credits? | See the Non-Degree Seeking Student admissions procedures |
| Are you interested in a Certificate program (C.N.A; C.M.A.; CDL; EMT) | See the Non-Degree Seeking Student admissions procedures |
| Have you already attended NWKTC and earned college credits? | • Yes, just some credits, but did not complete the AAS degree – See the Re-admitted Student admissions procedures<br>• Yes, I completed an AAS degree – See the Second Degree Seeking Student admissions procedures |
| Have you already earned college credits through any accredited college (other than NWKTC)? | See the Transfer Student admissions procedures |
| Have you NOT earned your high school diploma/GED? | See the Non-Degree Seeking student admissions procedures |
| Have you earned your high school diploma/GED, and want to complete a program of study as a full-time student? | See the Full-time, first-time student admissions procedures |
| Are you NOT a U.S. Citizen? | See the International Student admissions procedures |

## Early College Students

The Kansas Board of Regents (KBOR) and Northwest Kansas Technical College encourage high school students to take advantage of postsecondary education opportunities by enrolling in postsecondary courses while still in high school or participating in home schooling.

The state of Kansas has provided a financial incentive through the "Excel in CTE" program by providing the tuition for the technical courses. (The "Excel in CTE" program does not pay for general education courses.)

Students below the freshman grade level are not allowed to enroll in or audit college courses.

Different types of Early College Programs are available:
1. Junior/Senior Option. A high school student may enroll in an NWKTC technical program and attend classes on the NWKTC campus.
2. Concurrent Enrollment Program (CEP). A high school teacher teaches a college-level course to high school students at the high school during the regular high school day. The student earns both the high school credit toward the diploma and college credit from NWKTC.
3. Dual Credit. The high school student enrolls in an online course taught by an NWKTC instructor. These courses are general education courses (for example, English, Math, Speech) and are transferable to four-year colleges.

Programs available to high school students include:
• Automotive Technology
• Childcare Specialist
• Computer Graphics Technology
• Cosmetology
• Cloud and Crypto Computing
• Engineering Technology
• Kansas Institute of Diesel Technology
• Plumbing
• Precision Agriculture
• Welding

All courses use college syllabi and students are responsible for obtaining the appropriate textbooks.

Students and parents may contact the high school counselor, high school concurrent credit coordinator, or Northwest Tech Director of Outreach for more information.

Requirements for admission into these programs are as follows:
- Be enrolled as a high school junior or senior and obtain written permission from the high school principal
- OR be enrolled as a high school freshman or sophomore in a recognized gifted program with an individual education plan (IEP) and written permission from the high school principal. (The IEP must be renewed annually.)
- For more information, see the Early College webpage: https://www.nwktc.edu/early-college-at-northwest-tech

## Full-time, First-time Degree Seeking Students

To ensure a smooth transition to Northwest Tech, the required documents must to be on file prior to the beginning of the semester.

If the admissions requirements are not met, enrollment may be denied and an academic hold is placed on the student account so no transcript of completed work will be released.

Please note the address where all admissions documents should be sent:

NWKTC Admissions Office
1209 Harrison. PO Box 668
Goodland, KS 67735

Or email to: admissions@nwktc.edu

Required Documents:
- The online Application for Admission (https://www.nwktc.edu/apply#apply)

- High school transcripts showing final grades and date of graduation (month, day, year). High school transcripts can be sent to: admissions@nwktc.edu

- o OR Certificate of GED completion and GED examination results
- o OR Official transcript of home-schooling courses completed, grade levels, and grades earned.

- Transcripts from all colleges attended, even for dual-credit /CEP classes completed while in high school. (College transcripts should be submitted through an e-script service such as Parchment; request digital transcripts be sent to registrar@nwktc.edu)

- ACT, SAT or Accuplacer Next-Gen scores from the previous three years; (when registering for the ACT test, please request scores be sent to NWKTC; our school code is 0006.)

- If student does not have test scores, please contact the Admissions office to schedule an appointment to take the Accuplacer Next-Gen.

- Federal Application for Student Financial Aid- FAFSA (enter the corresponding school code --005267)

- All full-time degree-seeking students are required by Kansas Statute 65-129e to complete TB screening prior to attending Northwest Tech. https://nwktc.wufoo.com/forms/wbbvdl50sk4mf6/

## International Students

**NOTE:**
**International students are advised to start the Application process one year prior to the semester start date to allow enough time to complete the process.**

Northwest Tech welcomes international students. Students outside the United States must contact Brenna Henry (brenna.henry@nwktc.edu) and complete all admissions requirements at least one year prior to the semester start date.

International students applying for admission should complete the following steps:
1. Submit an online Application for admission (https://www.nwktc.edu/admissions-office/international-admissions-process)

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2. Submit a copy of current passport.

3. Transcripts/Credentials:
   - Submit an official credential evaluation
   - Submit an official translated (English) transcript. Do not submit the transcript yourself – it must be sent from the institution you attended.
   - If a 7th semester transcript (before graduation) is submitted, a final official translated transcript must be submitted after graduation.
   - Submit a copy of the official diploma.

4. Submit Official Test Scores/English Proficiency*
   - Students arriving from countries where English is not the official language must submit official test scores for English proficiency (test scores must have been obtained in the past 18 months):
   - TOEFL: iBT (internet-based test): minimum score of 61
   - TOEFL: CBT (computer-based test): minimum score of 173
   - IELTS: minimum score of 5.0

5. Financial Documents
   - Submit a statement of Financial Support (affidavit) signed by both a financial sponsor (typically the parent or legal guardian) and by the student.
   - Submit a certified bank statement dated within the past six months showing a minimum balance of $15,000 USD—the approximate cost of one year tuition, books, fees, housing, and living expenses—to verify the sponsor has sufficient funds for sponsoring one year of study at Northwest Tech (institutional scholarships and aid may be applied to this amount to reduce the minimum bank balance required).

*NOTE: Regardless of the student's TOEFL scores, all new international students will be evaluated for English proficiency upon arrival via Accuplacer Next-Gen testing. This test determines course placement for English and math courses.

Upon receipt of the above documentation, an admission decision will be made. If the decision is favorable, an I-20 form and official letter of admission will be electronically sent to the student at the email address provided on the application for admission.

These documents allow the student to apply to the nearest United States Consulate office for an F-1 non-immigrant student visa. Once obtained, the visa will permit the student to enter the United States and begin full-time study at Northwest Tech.

## Second-Degree-Seeking Students

Students who have already completed a certificate or degree program of study at NWKTC are welcome to return and pursue an additional certificate or degree.

Required Documents:
- The online Application for Admission (https://www.nwktc.edu/apply#apply)

- Transcripts from colleges attended (only if you attended other colleges after NWKTC)

- Federal Application for Student Financial Aid- FAFSA (enter the corresponding school code --005267)

- All full-time degree-seeking students are required by Kansas Statute 65-129e to complete TB screening prior to attending Northwest Tech. https://nwktc.wufoo.com/forms/wbbvdl50sk4mf6/

## Non-degree Seeking Students

Non-degree seeking students are not required to meet admissions requirements and are not eligible to receive federal financial aid.

Students may be enrolled as a non-degree seeking student in certificate programs such as C.N.A.; C.M.A.; CDL; EMT; or special interest courses.

Enrollment forms for the certificate programs are found on the NWKTC website on the Community Academy tab: https://www.nwktc.edu/community-academy

Enrollment forms for special interest courses are found on the NWKTC website on the Community Academy tab.

Students may change from non-degree seeking status to degree seeking status by meeting all admission requirements. These requirements must be completed

before financial aid awards, including scholarships and grant aid, will be disbursed.

## Re-admitted Students

Students who had previously attended NWKTC and withdrew voluntarily, or were withdrawn administratively, may be eligible for conditional re-admission. The student must have left the previous program of study according to established withdrawal procedures.

If granted re-admission to Northwest Tech, the student must comply with the following conditions:
- Student must follow the academic plan of study as outlined by the Northwest Tech academic advisor or Registrar
- Student must maintain satisfactory academic progress in all enrolled classes
- Student must adhere to all program attendance policies
- Student will stay current with all financial charges incurred during his or her program of study
- For programs that require licensure or certification in order to practice in the technical field, the student may be required to test-out of courses or retake courses that were previously satisfactorily passed.*
- Retaken coursework may not be eligible for federal financial aid.

*The program faculty and the Vice President of Academic Advancement will evaluate the student file and determine which courses must be retaken, if any, in order to return to the technical program of study.

The application for re-admission includes the following steps:
- Contact the Admissions office of the re-admission process form.
- Submit the online Application for admission.
- Submit a written request for re-admittance explaining the conditions under which the student previously left Northwest Tech without graduating
- In the written request, the student shall discuss plans for meeting the following conditions:
  o Student must be in good *academic* standing at Northwest Tech.
  o Student must not be in default of any student loans.
  o Student must be in good *financial* standing at Northwest Tech.

- Schedule an appointment with the Vice President of Student Advancement to discuss the criteria for re-admission

Students who are re-admitted may enroll at Northwest Tech under a probationary status. [for information about probationary status, see *Policy* section of this catalog]

If denied re-admission to Northwest Tech, the student may appeal the decision through the Appeals Policy procedure (refer to the Policies section of this catalog).

Northwest Tech reserves the right to deny admission or readmission to a student if it is determined to be in the best interest of the college to do so or if the college is unable to provide the services, courses, or program(s) needed to assist the student in meeting educational objectives.

## Transfer Students

Students transferring from other colleges to Northwest Tech must follow the admissions procedures listed below, and should request official transcripts from all previously attended post-secondary institutions.

Post-secondary transcripts should be sent through an e-script service to NWKTC. Transcripts will be evaluated in their entirety to determine the transfer of credit on the semester hour system. Transfer credits will be evaluated on a course-by-course basis. Credits will be converted to the semester credit hour system, if applicable.

Transfer students with academic sanctions from previous institutions may enroll at Northwest Tech under a probationary status. [for information about probationary status, see *Policy* section of this catalog]

Transfer students filing for federal financial aid must submit all college transcripts prior to packaging and awarding financial aid to ensure compliance with all regulations.

To ensure a smooth transition to Northwest Tech, the required documents must to be on file prior to the beginning of the semester.

If the admissions requirements are not met, enrollment may be denied and an academic hold is placed on the student account so no transcript of completed work will be released.

Please note the address where all admissions documents should be sent:

NWKTC Admissions Office
1209 Harrison. PO Box 668
Goodland, KS 67735

OR email to:  admissions@nwktc.edu

Required Documents:
- The online Application for Admission (https://www.nwktc.edu/apply#apply)

- High school transcripts showing final grades and date of graduation (month, day, year). High school transcripts can be sent to:  admissions@nwktc.edu)

  o OR Certificate of GED completion and GED examination results
  o OR Official transcript of home-schooling courses completed, grade levels, and grades earned.

- Transcripts from all colleges attended, even for dual-credit /CEP classes completed while in high school. (College transcripts should be submitted through an e-script service such as Parchment; request digital transcripts be sent to registrar@nwktc.edu)

- ACT, SAT or Accuplacer Next-Gen scores from the previous three years; (when registering for the ACT test, please request scores be sent to NWKTC; our school code is 0006.)

- If student does not have test scores, please contact the Admissions office to schedule an appointment to take the Accuplacer Next-Gen.

- Federal Application for Student Financial Aid- FAFSA (enter the corresponding school code --005267)

- All full-time degree-seeking students are required by Kansas Statute 65-129e to complete TB screening prior to attending Northwest Tech. https://nwktc.wufoo.com/forms/wbbvdl50sk4mf6/

## Programs of Study with Additional Requirements for Admission

**Certified Nurse Aide (CNA)**
- Students must be at least 16 years of age upon entering the program.

**Certified Medication Aide (CMA)**
- Students must be at Certified Nurse Aide and at least 18 years of age upon entering the program.

**Cosmetology**
- A Cosmetology student must be a legal United States citizen and be at least 17 years of age by the completion of the program in order to challenge the Kansas State Board examination and become licensed to work as a cosmetologist in the state of Kansas.

**Crime Scene Investigation (CSI)**
- Students must complete a background check and are responsible for the cost of the background check.

**Emergency Medical Technical (EMT)**
- Candidates must be 17 years old to be certified as an EMT in the state of Kansas.

**Medical Assistant**
- Medical Assistant students must be at least 18 years of age by the completion of the program of study.
- Medical Assistant students must provide their own transportation to and from clinical sites.
- Medical Assistant students are responsible for purchasing scrubs
- Please submit two letters of recommendation from teachers or employers who can address your work habits
- Please submit a letter of intent describing your interest in the medical field
- The Medical Assistant program requires additional immunizations in order to participate in the clinical rotations in a medical facility. Contact the Admissions Office for a full list of the program immunization requirements.
- Please submit a certificate of health

- Students must complete a background check and are responsible for the cost of the background check. Contact the Admissions Office for information on the background check procedure.

**Respiratory Care**
- Respiratory Care students must be at least 18 years of age prior to admittance into the program.
- The Respiratory Care program requires additional immunizations in order to participate in the clinical rotations in a medical facility. Contact the Admissions Office for a full list of the program immunization requirements.
- Respiratory Care students must provide their own transportation to and from clinical sites.
- Respiratory Care students are responsible for purchasing scrubs.
- Please submit two letters of recommendation from teachers or employers who can address your work habits.
- Please submit a letter of intent describing your interest in the medical field.
- Please submit a certificate of health
- Students must complete a background check and are responsible for the cost of the background check. Contact the Admissions Office for information on the background check procedure.
- Respiratory Care students are required to have completed the following coursework from an accredited college prior to admission:
  - Anatomy & Physiology (5 credits including lab)
  - Medical Terminology (3 credits).

These courses must be taken within the past 5 years and students must earn at least a C or better in order to satisfy the pre-requisite requirements. Courses in the subject area not meeting the minimum credit hour requirements will not be accepted.

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# NORTHWEST TECH
## NORTHWEST KANSAS TECHNICAL COLLEGE

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| NWKTC Catalog and Student Handbook |

| **SECTION THREE** |
| **Tuition, Fees, and Financial Information** |

| INDEX |

The NWKTC Business Office includes the Office of Student Financial Aid.  For information about student accounts, tuition, fees, or financial aid, please visit or contact our staff:

1209 Harrison
Business Office
785.890.1503

## Tuition and Fees

NWKTC offers full-time students a flat-rate tuition that accommodates up to 30 credit hours per semester. This means that students will be charged additional tuition and fees for credit hours beyond 30 per semester.

Students enrolling in certificate programs (C.N.A.; C.M.A.; CDL; EMT) or Community Academy courses will be charged tuition and fees as indicated on the NWTKC webpage.

Tuition and fees for each program of study, as well as costs for food and housing, are indicated on the "estimated cost sheet," which is available on the Northwest Tech website:
https://www.nwktc.edu/academics/estimated-cost-sheet

Differential tuition may be charged for high-cost programs or specialized training classes.

## Books, course materials, supplies, and equipment

**Tool kits.**
Tools are used in the classroom and shop/labs when classes start.  Students are encouraged to make arrangements to purchase tool kits as soon as possible. Tool kits will be available after full payment or a payment plan has been arranged.  A list of tools included in the tool kit and estimated cost of the kit will be supplied. Tools are not sold individually. An estimated cost for the proposed tools is provided on the estimated cost sheet.

NOTICE: If students purchase tool kits from sources other than our bookstore, instructor approval must be obtained.

Students in the three transportation programs (Automotive Technology, Auto Body/Collision Repair, and Kansas Institute of Diesel Technology) are responsible for providing their own tools. Their respective tool lists are available on the webpages listed below:

**Auto Body**
https://app.box.com/s/klqc3knpgl00b1iqc0yjxw8us0aqipbl

**Automotive Technology**
https://app.box.com/s/yq3xyq8u5a7boizm9osbc29d9kuamwt7

**Diesel Technology**
https://www.nwktc.edu/document_center/download/toolists/Diesel-Tool-List2019--- 2020.pdf

Other programs of study will be given the option to purchase the requisite tool kit (if applicable) from the college bookstore.

All safety kits are required to be purchased through the bookstore.

**Clothing (Uniform) Requirements.**
Any special clothing (uniform) that is required for the program is not included in the flat rate tuition and must be ordered through the bookstore.

## Payment Plan

Students may use federal financial aid, or set up an approved payment plan for college costs.

## Account Hold

Accounts with unpaid balances will be placed on HOLD. Balances must be paid in full before the following events can occur:
- Students may enroll in the next semester
- Transcripts will be released
- Diplomas or certificates will be released

## Refunds

The refund policy will apply to students who pay their institutional fees with or without the use of Title IV financial aid *prior to completing 60%* of an enrollment term. No refunds after 60% of scheduled days of attendance have passed.

For refunds to students paying fees without Title IV financial aid, the refund will be payable directly to the student.

For refunds to students paying fees with Title IV financial aid, the refund be payable to the student. Refunds resulting from Parent PLUS loans will be refunded according to the parent borrower's preference.

The refund schedule varies according to the length of the course, as the following chart demonstrates.

| For 8-16+ Week Credit Courses: | |
|---|---|
| Prior to and including the first five (5) days of class | 100% refund of tuition & refundable fees |
| Six (6) or more calendar days after 1st day of Class | Based on prorated refund calculation |
| For 2-7 Week Courses Week Credit Courses: | |
| Prior to and including 1st day of class | 100% refund of tuition & refundable fees |
| After 1st day from the beginning of the course | Based on prorated refund calculation |
| For Courses less than Two (2) Weeks: | |
| Prior to 1st day of class | 100% refund of tuition & refundable fees |
| After classes have begun | Based on prorated refund calculation |

NOTE: The Academic Calendar indicates the start dates, add/drop periods, and the Withdraw date for each semester.
https://www.nwktc.edu/students/academic-calendar

**Course cancellation.**
Northwest Tech reserves the right to cancel a class due to low enrollment or other reasons. In such cases, the determination will be made within two weeks of the course start date, and notification will be sent to students.

In the event that Northwest Tech cancels the course, students who have paid some or all of their account balance will be eligible for a 100% refund of tuition and refundable fees paid. The refund will be made within forty-five (45) days of the planned start date.

**Dropping classes.**
Students who drop a class within the first five days of the start date may be eligible for a 100% refund.

**Students must complete the Add/Drop/Withdraw form in the Academic Affairs Office to officially drop\*** the class or program. Refunds, when due, will be made within forty-five (45) days of the last date indicated on the Add/Drop/Withdraw form.

**Withdrawing voluntarily from classes.**
Students who voluntarily withdraw from classes/programs within the first 60% of the semester/start date may be eligible for a refund.

**Students must complete the Add/Drop/Withdraw form in the Academic Affairs Office to officially withdraw\*** from a class or program. Refunds, when due, will be made within forty-five (45) days of the last date indicated on the Add/Drop/Withdraw form.

\*Failure to complete the Add/Drop/Withdraw form prior to the designated due date results in continued enrollment in the course/program; the student will not be eligible for a refund.

**Administrative Withdrawal from classes or college**. Students who are administratively withdrawn from classes or from college may be eligible for refunds, if the withdrawal occurs in the first 60% of the semester.

## Prorated Refund Calculation

To determine the amount of the prorated refund, the percentage of course completion is calculated as follows:

Days Attended / Total Number Days in Term, excluding any scheduled breaks of more than five days

## Bookstore Refunds

If the student drops a course within the first five days from the start date, a bookstore refund may be possible for returned items. After the fifth day from start date, bookstore refunds are not issued.

The following conditions apply to refunds for returned items:
- no marks or writing in books
- no name or initials engraved on tools
- no used tools
- no opened packages

## Federal Financial Aid

Financial aid advising is provided by the staff in the Northwest Tech Financial Aid office to clearly and comprehensively review students' eligibility for financial assistance and to assist students in understanding their available options.

The financial aid process starts by completing the FAFSA (Free Application for Federal Financial Aid) online at:
www.studentaid.gov

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**NOTE:**
**Students should complete the FAFSA every year!**

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In order for the financial aid package to be prepared and ready for students on the first day of the semester, students should complete the FAFSA by December 1, and check on their status regularly to comply with requests for information in the Empower student portal.

Students applying for Federal Financial Aid (FFA) must provide Northwest Tech with an official high school transcript (accredited high school or GED).

Credit hours shall be frozen on the census day of each semester to determine financial aid eligibility or continued eligibility.

*SECTION TWO: Tuition, Fees, Financial Aid [rev Sept 2023]*

The FAFSA is required to determine the student's eligibility for money that comes from the federal government (i.e. Pell Grants, SEOG Grants, Federal Work Study, Direct Loans, etc.)

A student may receive aid for a maximum of three full programs within five years of enrollment in those three programs. Students taking more than one program will be eligible for financial aid on a program-by-program basis.

To receive federal financial assistance, a student must:
(1) be a U.S. citizen, eligible non-citizen, not in default or have an overpayment,
(2) be enrolled as a student in an eligible program of study,
(3) be in satisfactory standing in that program if already attending classes, and
(4) continue to make satisfactory progress.

**Financial Aid Recipients – Note about Refunds**

Special withdrawal requirements apply to students who receive federal aid classified as "Title IV" funds.

Title IV funds include awards such as Federal Pell grants, Federal Supplemental Educational Opportunity Grants (SEOG), Federal Direct Loans, PLUS loans, and other Federal awards.

A federal formula dictates the amount of Title IV aid that must be returned to the federal government by the college and the student. This formula applies to a student who is receiving Title IV funds, if that student withdraws from the college or stops participating from class on or before the 60% point of time in the term.

Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for federal aid recalculated based on the percentage of the term completed.

The calculation for refunds is as follows:

Number Of Days Completed by the Student divided by Total Number of Days in the Term

(The total number of calendar days in a term excludes any scheduled breaks of more than five days.)

Unearned federal aid (the amount that must be returned to the appropriate financial aid program) will be returned as specified in the federal regulations.

Students withdrawing from classes prior to completing 60% of an enrollment term may be required to return a portion of their federal aid.

Federal regulations regarding repayment of Federal Financial Aid is the formula for calculating the amount of aid a student and the college may retain when a student withdraws.

## Federal Pell Grants

The Pell Grant is a federally funded program assisting students who have not earned a bachelor's or professional degree.

This grant money is to be used toward education-related expenses.

Grant amounts range between $767 and $7,395 per year and are income-dependent. The maximum award is determined every year by the student's EFC (Estimated Family Contribution) and enrollment status (full-time or part-time) for each semester they attend.

Students are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If the student has exceeded the (12) semester maximum, or has received the Bachelor's degree, they will lose eligibility for additional Pell Grants.

## Federal Supplemental Educational Opportunity Grant (SEOG)

This grant is for undergraduate students who have not earned a bachelor's or professional degree and demonstrate a high need. The amount is determined by available funds and number of high-need students.

## Federal Work-Study Program (FWS)

The Federal Work-Study Program provides on and off-

campus jobs for students who qualify through the financial aid process. Priority is given to Pell recipients.

Through this program, students may work for Northwest Tech. Students have an opportunity to gain experience, work with other students, and earn money for college.

Students must apply for employment. The FWS program is a competitive process; not all applicants will be accepted into the program.

## Federal District PLUS Loan (Parent Loan for Undergraduate Students)

The Federal Direct PLUS loan program is a fixed interest rate loan to help parents pay for their dependent students' educational expenses. A parent may be able to borrow up to the cost of attendance for their dependent student less the amount of financial aid that has been awarded to their student.

The Parent PLUS loan application is available at www.studentaid.gov.

Required loan counseling and repayment estimates are also available at www.studentaid.gov.

## Subsidized Loan

Depending upon eligibility, a student may obtain a subsidized loan of up to $3,500 for first-year students and $4,500 for second-year students.

Interest accrues at the beginning of the grace period. Standard repayment period is 10 years.

Loans are disbursed to Northwest Tech by the U.S. Department of Education. Repayment is made through an assigned servicer.

## Unsubsidized Loan

Dependent students may borrow up to $2,000 whereas

independent students (or dependent students whose parents are unable to obtain a PLUS loan) may borrow up to $4,000 per year based on determined need. Funds are disbursed in two payments.

Interest does accrue on the principal of the loan from the time funds are disbursed to the school. Interest payments may be made while in school or deferred until repayment begins.

## Alternative Loan

Alternative student loans are specialized college student loans designed to provide supplemental funding to cover unmet need. Alternative student loans can be used for any education-related expenses including tuition, books, transportation and room and board.

Approval is generally based on applicant and cosigner's credit and should be considered after all federal student loans, grants and scholarships have been exhausted.

## Aid Disbursement

All aid will be applied to charges on the student's account in the order in which it is received.

Excess aid over and above the student's Northwest Tech charges will be refunded in accordance with federal regulations. Excess aid may be retained on the student's account against future expenses with the student's written authorization.

**Overpayment**

In the event a student has received a refund and an overpayment occurs, Northwest Tech will notify the student of the overpayment. It is the student's responsibility to return the overpayment to the proper financial aid program.

Students who fail to repay overpayment may not be eligible for additional financial aid funds at any institution until the overpayment has been satisfied.

## Satisfactory Academic Progress (SAP)

Section 668.16 (e) of the HEA 34CFR 668.16( c) Standards of Administrative Capabilities mandates postsecondary institutions establish minimum standards of "satisfactory progress" for students receiving Federal Financial Aid.

At Northwest Kansas Technical College these standards apply to Title IV – Pell, SEOG, subsidized loans, unsubsidized loans, and Parent PLUS loans.

A student will be eligible to continue to receive financial aid as long as he or she maintains enrolled status and is making satisfactory progress.

A student must maintain satisfactory progress according to the college point-value grade system. The eligibility standards pertaining to Satisfactory Academic Progress are as follows:

- A student must maintain a cumulative GPA (Grade Point Average) of a 1.75 by the mid-point of their first year.
- A student must maintain a cumulative GPA (Grade Point Average) of a 2.0 by the end of their first year of a two-year program.
- A student must maintain a cumulative GPA (Grade Point Average) of 2.0 during the entire period of their second year.
- A student referred to a developmental course must be attending and in good standing in their progress.

Students who do not maintain Satisfactory Academic Progress will be suspended from receiving Financial Aid until the eligibility standards are met. A payment plan or alternative loan will be required to continue attendance if there is no appeal, or if an appeal is not approved.

Students will be notified in writing of the suspension of financial aid.

Any student receiving an "I" (Incomplete) rating for a progress reporting period will be ineligible to receive further financial assistance until the incomplete rating

has been changed to another rating and a review of the rating is made.

## Suspension of Financial Aid

For students who do not maintain satisfactory academic progress, eligibility for financial aid will be suspended.

Students may appeal financial aid suspensions to the Financial Aid Appeals Committee. The procedure for appealing financial aid suspension includes the following:

- The student is required to submit his/her appeal to the Financial Aid Office in writing within five days of receipt of the written notification of suspension of financial aid.

- The appeal committee will meet within two days after receipt of the submission of the student appeal to review the request.

    o The hearing committee consisting of three members will review any appeal.

    o The hearing members will not be the instructors in the program of study in which the student requesting the appeal is enrolled.

- All decisions made by the committee will be final.

**Mitigating Circumstances**
Satisfactory Academic Progress may be reviewed and evaluated on a case-by-case basis due to mitigating or extenuating circumstances.

Examples of mitigating or extenuating circumstances may include:
- serious illness of the student or immediate family member
- an accident seriously injuring the student or an immediate family member
- death within the student's immediate family
- student pregnancy and/or childbirth

Requests for consideration of mitigating or extenuating circumstances must be submitted in writing and will be

reviewed by the Appeals Committee at Northwest Tech.

## Scholarships

Northwest Tech offers many scholarships through the Endowment and other associations.

To be considered for any of these scholarships, a student must submit a complete scholarship application.

The form may be obtained from the college website: https://www.nwktc.edu/students/scholarships-more

Priority deadline is March 1.

## Foster Care Tuition Waiver

The Kansas Board of Regents coordinates a program for students who have been in foster care to enroll in Kansas educational institutions without payment of tuition.

The student will be responsible for fees, food & housing, books, supplies, course materials and equipment associated with the academic program. However, the applicant may be eligible for assistance for other costs of higher education through the Kansas Department of Children & Families.

The Kansas Department of Children & Families must verify the applicant's eligibility status.

An applicant must meet the following eligibility requirements:
- The applicant was in custody of the Secretary of the Kansas Department of Children & Families and in a foster care placement on the date such applicant reached 18 years of age; or
- Released from custody of the Secretary prior to age 18, after having graduated from high school or fulfilled the requirements for a GED while in foster care placement and in the custody of the Secretary or
- Adopted from a foster care placement on or after applicant's 16th birthday; or

- Left a foster care placement subject to a guardianship under chapter 38 or 59 of the K.S.A. on or after applicant's 16th birthday.

Requirements of Eligible Students:
- Students who have been granted tuition waiver shall remain in good academic standing at the Kansas educational institution where the eligible applicant is enrolled
- and shall make satisfactory progress toward completion of the requirements of the educational program in which the eligible applicant is enrolled.

## Max Jones Loan

Max Jones (1910-1963) was an attorney in Goodland, KS. He served in the Army Air Corps during WWII; served as the Goodland city attorney; and served three terms in the Kansas Legislature.  He was a great supporter of education and sports, working to raise funds for the high school field house (which now bears his name). Jones also worked to bring a vocational school to Goodland, which is now Northwest Tech. (taken from the Goodland Star-News, Volume 81, Number 95, Tuesday, Nov 26. 2013).

Loan funds are to be used for student emergencies.
- Maximum to borrow is $50. Not every student will be granted a $50 loan.
- The loan will be posted to the student account
- Maximum number of Max Jones loans for each year is three per student.
- No Max Jones loans will be granted to students who are 30 days from completion of their program.
- No Max Jones loans will be granted to students who have exceeded 50% of their allowable time missed in each program.

## SER Corporation

SER Corporation (Service, Education, Re-training) of Kansas is the direct grantee for the National Farmworker Jobs Program (NFJP) and is a private non-profit organization providing assistance to individuals working in agriculture.
https://sercorporation.com/scholarship

Visit Roberta Pianalto in the SER Office in the Northwest Tech Resource Center (library) for more information.
Phone: 785.890.3300
Email:  rpianalto@sercorp.com.

## Veteran's Education Benefits

Veterans and eligible dependents may use educational benefits through the Department of Veterans' Affairs at Northwest Tech. Contact your VA representative for appropriate application forms.

## Vocational Rehabilitation

Payment of tuition fees, books, supplies and housing may be available for students who qualify for Vocational Rehabilitation services. Students must be accepted as a client and approved for services prior to the first day of class.  Interested students should contact the local SRS/DHHS office to meet with a Vocational Rehabilitation representative.

## Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) is federal legislation designed to strengthen and improve the nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers, and help employers hire and retain skilled workers.

WIOA provides assistance for U.S. Citizens who are authorized to work without restriction, and who are eligible due to status such as:
- low-income veterans;
- adults receiving public assistance;
- homeless adults;
- adults with disabilities or basic skills deficiencies;
- dislocated workers who have been terminated or laid off;

- youth who are school dropouts or within the age of compulsory attendance but have not attended school for most of the year;
- youth who are English Language Learner or basic skills deficient;
- youth who are pregnant or parenting.

Students must be accepted as a client and approved for services prior to the first day of class.  Students may be eligible for assistance with tuition, books, and supplies. Applicants must apply for assistance before enrolling and meet financial guidelines established by WIOA.
 https://workforce-ks.com/programs/workforceinnovationandopportunityact/

Contact the Financial Aid Office for further information.

**NORTHWEST TECH**
NORTHWEST KANSAS TECHNICAL COLLEGE

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Registration processes and academic records are housed within the Office of Academic Advancement. This office is responsible for maintaining the academic records of the institution, and for coordinating registration, class schedules, transfer credits, and various other tasks that support the academic enterprise and conferring certificates and degrees.

The Office of Academic Advancement includes the Registrar, the Administrative Assistant for Academic Records, the Title III program staff, the Director of Outreach (Early College), all faculty, and the Vice President for Academic Advancement. The office is located in the administration building.

## Credentials Offered by NWKTC

As a two-year technical college, NWKTC awards the following certificates and degrees to students who successfully complete all the requirements for their respective programs of study:
- Certification of Completion
- Technical Certificate A
- Technical Certificate B
- Technical Certificate C
- Associate of Applied Studies Degree

## Associate (AAS) Degree

The associate degree – Associate of Applied Studies - is the highest degree awarded at NWKTC. It is a two-year degree that includes at least 60 credit hours of coursework; of these credits, at least 15 credits must be general education credits, and at least 30 credits must be in the area of specialized preparation for employment.

## General Education Program

The mission of the General Education Program at NWKTC is to provide opportunities for students to engage in critical, creative and reflective thinking about how various academic disciplines provide information and ideas that can enhance our personal and workplace experiences.

The NWKTC general education program consists of the Student Success Seminar and the Personal Finance

course, and at least 12 credits earned from any of the following areas:
1. English Discipline Area
2. Communications Discipline Area
3. Mathematics & Statistics Discipline Area
4. Natural & Physical Sciences (with lab) Discipline Area
5. Social & Behavioral Sciences Discipline Area
6. Arts & Humanities Discipline Area
7. Institutionally Designated Area– Personal Finance*
8. Institutionally Designated Area – Student Success Seminar*
9. Institutionally Designated Area – Computer Fundamentals

* Required courses

Program guides include the general education options that are required or suggested by each program's Advisory Board for students entering those industries.

## Certificate of Completion

Certificates of completion are awarded to students who successfully complete the requirements for certificate programs, which are short-term programs that may last a few weeks up to one semester.

Certificate programs include:
- Certified Nurse Aide
- Certificate Medication Aide
- Commercial Driver's License
- Emergency Medical Technology

The total credits earned in these programs may range from 1-15 credits. These programs lead to certification which is required for employment in the field. Students may enroll in just the certification course alone, or, if students are already full-time in another program of study, they may add these hours to their schedule.

## Technical Certificates

Technical certificates are awarded for completion of courses/credit hours specified in the programs of study. Most of our programs of study include at least one, but usually two or three technical certificates. Called "tech certs," these are awarded upon successful completion of the designated number of credit hours:

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Tech Cert A – 16-29 credit hours
Tech Cert B – 30-44 credit hours
Tech Cert C – 45-59 credit hours

While students work toward the Associate of Applied Studies (AAS) degree, they will earn tech certs along the way.

If a student chooses not to pursue the AAS degree, then they will earn the tech certs as they complete the requisite credit hours.

## Community Academy

The Community Academy provides a variety of courses for lifelong learning.  Courses may range from continuing education units to hobbies to CPR and basic life support.

Course offerings vary by month, and do not follow the academic calendar.  These courses are open to anyone, and students are considered non-degree seeking.

Registration in Community Academy courses simply requires the student to complete an online registration form.  See the Community Academy page on the NWKTC website. https://www.nwktc.edu/community-academy

## Academic Records

Academic records maintained in the Office of Academic Advancement include non-financial documents such as transcripts, schedules, degrees, certificates.

Other records that pertain to a student's academic performance in programs of study and individual classes may be maintained by faculty.  Examples of these types of records may be attendance, grades on assignments and exams, evaluations, and other documents that are commonly used in the classroom. Faculty maintain these records for one year, after the end date of the course.

Many academic records are available to students through the Learning Management System Moodle, or the Student Information System, Empower.  Students are given usernames and passwords to gain access to

Moodle and Empower upon acceptance of their application.

To gain access to records that are not housed in Moodle or Empower, students may request access by contacting the faculty member (for class records) or the Office of Academic Advancement.

## Privacy of Educational Records

NWKTC protects the privacy of students' educational records as required by the federal Family Educational Rights and Privacy Act (FERPA).  College students have the right to determine who may have access to their educational records by completing the FERPA waiver form, which is usually done during the first week of class in full-time programs of study.

High school students who are in the Early College programs are considered college students, and are asked to complete the FERPA waivers to indicate who may have access to their college records.

FERPA does allow "directory information" to be released publicly.  NWKTC does consider honors and awards to be "directory information" so that we may release information about the President's List, Dean's List and Honor Roll each fall and spring semester.

## Transcript Requests

The transcript is the official record of courses taken and transfer credits accepted by NWKTC.  As an academic record, the transcript is considered confidential, and NWKTC will not release the transcript.  Students may request their NWKTC transcripts to be sent to other colleges, employers, or agencies by creating an account with our transcript service, Parchment Exchange: https://www.nwktc.edu/alumni/request-a-transcript

## Holds on Student Records

A "hold" on student records indicates that the student is expected to fulfill an obligation to the college. Typically, this involves providing transcripts from high school or

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other colleges, providing test scores, or paying off the student's account balance.

Student records will be released only when the student has met all administrative and financial obligations to the college.  Holds on student records may prevent a student from registering and/or receiving a transcript, certificate or diploma.

## Academic Calendar

The academic calendar shows the important dates for each term:  start and end dates; add/drop dates; midterm dates; and withdraw dates.

The academic calendar is posted on our webpage: https://www.nwktc.edu/students/academic-calendar

## Program Guides/Cohorts

At NWKTC, students are enrolled in cohorts, and students will complete their program of study with their cohort.

The Program Guide shows the sequence of classes that students will complete as they progress through their programs (except for the Applied Technologies program).
For the most part, students will not choose their class schedule, as the sequence of courses is already set.  In some cases, students may choose between options that complete general education requirements, or students who transfer in credits may differ from the sequence of classes in the program guide.

Program Guides are included in this online catalog in the section that describes each program of study.

## Schedule of Classes

The schedule of classes for each term (fall, spring, summer) is available on the NWKTC website: https://www.nwktc.edu/schedule-of-classes

The schedule includes options for general education courses, but does not include all the courses for the programs of study.

## Minimum Enrollment

NWKTC has a policy regarding the minimum enrollment of online general education courses, certification courses, Community Academy courses, and other electives (i.e. PE courses).

If such courses have an enrollment of less than six students one week prior to the start date of the course, the course may be cancelled.  If this occurs, NWTKC will notify the enrolled students with the various options that apply.

## Student Schedule

When students are registered for classes, they are provided with a copy of their schedule for the term.  The schedule includes information pertaining to the course numbers/name, the instruction, the days and times, and the location of the courses.

On the student's schedule, it may appear that program classes may appear to overlap, as the information typically indicates the courses meet MTWRF all day long. This is simply an indication of the cohort model of scheduling.

Online courses may appear to overlap also, as the information typically indicates the online courses are offered seven days a week.  This is simply an indication that online courses are asynchronous, meaning that there is no designated time period for the class to meet. However, online learners should be aware of the attendance and login expectations, and designate at least 3-4 times per week to dedicate a few hours to online courses.

## Online Courses

Each term (fall, spring, summer) NWKTC offers a number of general education courses online.  Online courses do require a significant time commitment; federal guidelines suggest allocating at least 45 clock hours for each credit hour.

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It is recommended that students log in at least 3-4 times per week. "Attendance" in an online class is considered logging in and completing the online work – discussion forums, quizzes. Students may also work offline to complete readings and assignments.

Substantive Interaction – The online discussion forum is the key element of the online course, attempting to facilitate the transmission of information that typically occurs in the classroom between instructor and students.

One program of study – Childcare Specialist – is designated as an online program.
- Students will need reliable access to the internet
- Students will need a laptop or desktop computer –a cell phone or tablet will not be sufficient as many assignments require the Microsoft products (Word, PowerPoint, Excel, etc.)
- Students must be prepared to treat this online program as a priority – allocate at least 30 hours per week. Without allocating adequate time to the online courses, students may experience difficulty completing all the requirements for certification.
- While most of these courses are offered online only (not on campus), there are a number of practica (practical experience courses) that require students to observe/work in a childcare facility to fulfill requirements for certification.
- Students are responsible for transportation to/from childcare facilities for their practica.

Another program that offers some online classes is the Cloud/Crypto Computing program.
- The Cloud/Crypto program is based on campus, and does require students to participate in team-based learning.
- For more information on how many Cloud/Crypto classes can be completed online, students may contact the instructors: https://www.nwktc.edu/campus-phone-directory

## Authenticating Online Students

Online students have an obligation to provide information as requested to authenticate their identity. Students are given usernames and passwords to access the Learning Management System; students should not share these log-in credentials with anyone.

The policies regarding Academic Integrity and Information Technology apply to online students and online courses. Students who violate these policies will be subject to the appropriate consequences.

## Registration/Enrollment

**Certification Courses**
Registration for certification courses (C.N.A.; C.M.A.; CDL; EMT) consists of completing the online registration form. See the NWKTC website for certification courses: https://www.nwktc.edu/community-academy

**Community Academy (Non-degree Seeking Students)**
Registration for Community Academy courses consists of completing the online registration form. See the NWKTC website for Community Academy courses. https://www.nwktc.edu/community-academy

**First-time, Full-time Students (New and Re-admitted)**
All new students who plan to attend college full-time (transfer students; international students; first-time/full-time; re-admitted students; and second-degree seeking students) need to participate in either the online registration process, or come to campus for the on-site registration process.

For new students, the first registration event is called Maverick Enrollment.

Maverick Enrollment is available online (https://www.nwktc.edu/maverick-online-enrollment) or through an on-campus visit.

The on-campus Maverick Enrollment dates are listed on the webpage (https://www.nwktc.edu/registration-for-maverick-enrollment-days).

**Continuing Students**
Once a student has started attending NWKTC, we offer registration events to enroll students in classes for the upcoming semester.

In November, all students will participate in pre-registration to sign up for spring semester classes. Program faculty bring students to the Academic Advancement office in small groups; students are given a checklist to ensure they visit all necessary offices to complete enrollment.

In April, all continuing first-year students will participate in Sophomore Survivor Days to pre-register for classes to be taken in the next fall semester. Non-refundable down payments and fees are required at this time. Program faculty bring students to the Academic Advancement office in small groups; students are given a checklist to ensure they visit all necessary offices to complete enrollment.

**Early College Students**

High School students participating in the Early College Program will register through the Director of Outreach in conjunction with high school officials.

**Individuals on a Waiting List**

Individuals who are on a waiting list to enter a Northwest Tech program who are called to military service will not lose their status on the waiting list. Individuals will retain their original position on the waiting list and will have a position reserved for them. Individuals who are passed over will be placed at the earliest entry position on the waiting list for the next program start date.

## Auditing a Course

Auditing a course means that an individual may attend a course regularly without being required to take exams or complete assignments. The individual receives no credit for audited courses. Individuals wishing to audit a course must complete the application and enrollment processes for non-degree seeking students.

Each academic department determines if their courses are available for audit.

Tuition and fees for audited courses are the same as those for credit courses and payment is due in full on the day enrollment occurs. Financial aid does not pay for audited courses.

Credit enrollment cannot be converted to audit status at any time and audit enrollment cannot be changed to credit enrollment.

## Placement Testing

Registration begins with evaluating the student's readiness for English and math classes.

Northwest Tech evaluates student readiness through multiple measures and/or test scores on the ACT, SAT, or Accuplacer Next-Gen exam. Students must have taken these exams within the past 3 years; scores older than 3 years will not be accepted.

Students may be exempt from placement testing if one or more of the following criteria apply:

- Students have already earned a Bachelor's or Associate's Degree
- Students have successfully completed ("C" or higher) in a 100-level course in English or Algebra
- Students have taken the Accuplacer Next-Gen, ACT or SAT test within three (3) years prior to enrollment

The Accuplacer Next-Gen test is available at Northwest Tech. To schedule a testing time, please contact the Admissions office.

Students are permitted to retake the test twice, but must wait a minimum of 24 hours between tests. Students may retake the Accuplacer Next-Gen test at the cost of $5.00 per section for the following reasons:

- Students feel the placement results do not accurately reflect their abilities
- Students feel they have improved their skills through refresher work or previous developmental coursework
- Students feel the grade received does not reflect their abilities and/or they desire to advance in the course sequence.

Students who score below the minimum standards for college level courses will be required to take co-requisite course work (i.e. sections designated as "with review" sessions).

The charts below indicate course recommendations based on test scores or multiple measures.

**Math Pathways**

| Tech Math– for the following programs: Auto Body, Auto Tech, Carpentry, Design/Digital Media, Cosmetology, Diesel Tech, Electrical, Plumbing, Welding | | | | |
|---|---|---|---|---|
| ACT | SAT | Next-Gen | Multiple Measures | Course |
| 0-16 | 0-460 | 0-262 | N/A | MATH 107 |
| 17+ | 470+ | 263+ | "B" in Algebra 1 and 3.0 cumulative high school GPA | MATH 105 |
| Algebra– for the following programs: Business, Childcare, Cloud, CSI, Engineering, Medical Assistant, Precision Ag, Respiratory Therapy | | | | |
| ACT | SAT | Next-Gen | Multiple Measures | Course |
| 0-18 | 0-470 | 0-249 | "B" in Algebra 1 and 3.0 cumulative high school GPA | MATH 112 OR MATH 120 |
| 19-20 | 510+ | 250-262 | "C" in Algebra 2 and 3.0 cumulative high school GPA | MATH 110 or MATH 120 |
| 21+ | 530+ | 263+ | "B" in Algebra 2 and 3.0 cumulative high school GPA | MATH 115 |

**English Pathways**

| Tech Writing– for the following programs: Auto Body, Auto Tech, Carpentry, Cosmetology, Diesel Tech, Electrical, Plumbing, Welding | | | | |
|---|---|---|---|---|
| ACT | SAT | Next-Gen | Multiple Measures | Course |
| 0-36 | 200-800 | 200-300 | High school diploma | ENGL 105 |
| English Composition– for the following programs: Business, Childcare, CSI, Design/Digital Media, Engineering, Medical Assistant, Precision Ag, Respiratory Therapy | | | | |
| ACT | SAT | Next-Gen | Multiple Measures | Course |
| 0-17 | 0-420 | 0-254 | N/A | ENGL 112 |
| 18+ | 430+ | 255+ | "B" in English IV and 3.0 cumulative high school GPA | ENGL 110 |
| Tech Writing:  Code Documentation – for the following program: Cloud and Crypto Computing | | | | |
| ACT | SAT | Next-Gen | Multiple Measures | Course |
| 0-36 | 200-800 | 200-300 | High School Diploma | ENGL 120 |

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## Credit for Prior Learning

Credit for Prior Learning (CPL), also referred to as Prior Learning Assessment (PLA), may include Credit for Work Experience (CWE) or College Level Examination Program (CLEP) and consists of an evaluation of skills exhibited through work and life experiences such as employer and military training programs; industry certifications; non-credit postsecondary-level courses; civic or volunteer experiences; and/or satisfactory test results on a CLEP exam.

CPL must be compatible with courses meeting certificate or AAS degree requirements.

In programs that require an OSHA certification, students may earn credit for prior learning if they have already earned the OSHA certification.  Students must provide their OSHA cards or documentation verifying the certification to their instructors.  On the student's transcript, the designation of "CPL" will appear as the letter grade for the OSHA course.

Official test scores or transcripts of prior learning credit should be forwarded to:
Registrar's Office
1209 Harrison
PO Box 668
Goodland, KS 67735

**CLEP (College-Level Examination Program)** is a testing program of The College Board designed to measure prior learning and mastery of introductory (lower division) college course material in particular subject areas.

Students must arrange for an official report of CLEP examination scores to be sent to Northwest Tech from The College Board in order to receive credit.

Northwest Tech will grant credit to students who earn a score of 50 or higher on CLEP examinations when a CLEP examination covers material that is deemed to be college level and is substantially similar to an existing course.

Course credits may be applied to certificate, diploma, and/or degree programs as either a required course or as an elective course.

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**Military Credits** including military training will be evaluated according to the ACE Guide. For Military training, credit will be evaluated from the student's military documents using the "ACE Guide to the Evaluation of Experiences in the Armed Forces". For Army veterans, the Joint Services Transcript (JST) will provide a transcript of ACE credit recommendations for all coursework completed while in service, the military occupational specialties (MOSs) held, and examinations passed.

**Work experience** must be within the last 3 years in order to be considered. Northwest Tech does not accept credit awarded for work experience from other post-secondary institutions.

Prospective students who wish to initiate the Prior Learning Assessment process should contact the Registrar to determine what type of documentation will be necessary. No charges are assessed for evaluating or awarding prior learning credits. However, Credit for Prior Learning will be awarded only for degree seeking students who have enrolled.

**Award of College Credits**:
Students may receive a maximum of six (6) credit hours towards the completion of a Technical Certificate or a total of twelve (12) credit hours towards an Associate of Applied Science (AAS) degree.

All credit for prior learning is recorded on the students' transcripts, denoted as CPL.  This credit will not be calculated in to the cumulative grade point average.

## Test Out/Challenge Exams

Within the first week of the course, students enrolled in eligible general education courses have the option to attempt to test out of the course.

Instructors in the eligible classes will notify the entire class of the test-out option on the first official day of the semester.  Students must notify the instructor of intention to test out by Day Two of the semester. Students must pay the Business Office a non-refundable $25 test out fee and should present the receipt for this fee to the instructor before taking the challenge exam. The test must be completed by Day Five of the semester.

Eligible courses:
- Computer Fundamentals
- Personal Finance*
- Technical Math

\* This course requires the student to have completed a similar course in the secondary/post-secondary education level; student must produce a transcript as evidence.

The student must pass with a minimum score of 70% on the examination. If the student does not meet this minimum score, the student will continue to take the course as planned for the semester.

If student achieves the minimum score or higher, the student will pass the course with the corresponding letter grade earned from the test out exam. The student is not required to attend the course for the remainder of the semester. The student will be responsible for the tuition associated with the course.

## Transfer Credits - Incoming

Northwest Tech adheres to an internal review process for ensuring all courses transferred and applied toward degree requirements demonstrate equivalence with our own courses required for that program.

The purpose of defining course equivalents is to clarify the evaluation of transfer credits to allow students to plan their academic careers and minimize credit loss.  An equivalent course may or may not apply toward a specific degree.

The registrar can review the transcript alongside program requirements to make this determination. For an official evaluation of transfer credits, students are encouraged to apply for admission at Northwest Tech and submit official high school and post-secondary transcripts.

Northwest Tech refrains from applying credits from other institutions that do not apply to Northwest Tech's program requirements.

General education course credits meeting the AAS degree requirements may be transferred from a

regionally accredited college or university. All general education courses must be passed with a "C" grade or better to be transferred to Northwest Tech.

An official transcript from the credit-granting institution must be sent to the Registrar for review. (Please use an e-script service such as Parchment to request a digital copy to be sent to the registrar.)

Students who have completed college coursework at other post-secondary institutions may request official transcripts through an e-script service, or request transcripts to be sent to:
NWKTC Registrar
1209 Harrison PO Box 668
Goodland, KS 67735

OR email to:  registrar@nwktc.edu

## Transfer Credit - Outbound

**Transferring NWKTC credits to another institution**

The technical courses from Northwest Tech may or may not be transferable to a four-year college/university. The authority for determining whether credits are acceptable rests with the four-year college or university.

Most general education courses offered at Northwest Tech are eligible for transfer to a number of institutions. Northwest Tech participates in the Kansas System-Wide Transfer agreement under auspices of the Kansas Board of Regents to facilitate seamless transfer amongst Kansas higher education institutions.

The college also proactively pursues transfer equivalency agreements and articulation agreements to promote transfer opportunities.

There is a growing list of courses approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions.

For more information, visit:
 http://www.kansasregents.org/transfer_articulation

## Reverse Transfer

Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees.

For more information, visit:
 http://www.kansasregents.org/transfer_articulation

## Add/Drop Classes

Students may add or drop course(s) according to the dates indicated in the academic calendar (https://www.nwktc.edu/students/academic-calendar).

**NOTE:**
**The designated Add/Drop period is typically the first five days of the course.**

Students must complete an Add/Drop/Withdraw Form in the Academic Advancement office prior to the close of business on the appropriate date.

**Adding Classes**:  Students who add a class during the Add/Drop period may be missing important information that the instructor has already delivered to the class. Students who enter the class late are advised to meet individually with the instructor for this information.

**Dropping Classes**:  If classes are dropped during the Add/Drop period, the dropped class will not appear on the student's official transcript.  The student will be eligible for a 100% refund of tuition already paid for that class (see refund policies in the Tuition/Fees/Financial chapter of this online catalog)

**Full-time Students**: Because Northwest Tech maintains a flat-rate tuition for 30 credits per semester, there may be financial consequences for adding, dropping or withdrawing from classes as follows:

- If a student adds or drops classes and stays within 30 credits for the semester, there will be no adjustments to the student's billing account

- If a student is enrolled in fewer than 30 credits, and then adds additional courses within the designated add/drop period resulting in more than 30 credits, the student's account will be billed for additional credits above 30.  If the added class also requires fees, the fees will also be added to the student's account.

- If a student is enrolled in more than 30 credits, and then drops courses within the designated add/drop period resulting in fewer than 30 credits, the student's account will be adjusted to remove the charges for the dropped course.

## Withdrawing from a Course

After the designated Add/Drop period, an official transcript record begins, which means the course will appear on the student's transcript with a designated grade earned for the class.  Students should be aware that discontinuing attendance in class without officially withdrawing may result in an "F" being recorded on the transcript.

The deadline for withdrawing from classes is the date at which 60% of the course has been completed.  (Note that this deadline follows the date for mid-terms, so that students can see mid-term grades before making a decision about withdrawing from a class).

Students cannot withdraw from courses once 60% of the course has been completed.

The student must complete the official withdrawal procedure (completing the Add/Drop/Withdraw from in the Admissions office and obtaining required signatures), for the course grade to be recorded as a "W."

The "W" is preferable to the "F" because the "F" will negatively impact the student's grade point average whereas the "W" does not enter into the grade point average calculations.  However, both the grades of "F" and "W" will possibly decelerate a student's pace toward completing the degree, which will impact financial aid eligibility.

If a student withdraws from courses between the designated Add/Drop period and the 60% date, the amount of the refund will be prorated according to the number of days the student was enrolled in the course.  (Refer to the *Tuition, Fees, Financial Aid* section of this catalog for information pertaining to refunds).

NOTE: High school students in the Early College Program will complete add/drop procedures in conjunction with the Director of Outreach and their respective high schools.

## Withdrawing from College

There may be a number of reasons why a student decides to withdraw from school during a semester.  The student is encouraged to speak with either the program instructor, Vice President of Student Advancement, Vice President of Academic Advancement, and/or Financial Aid office before making the decision to leave school.

Students who cannot complete their program of study may choose to withdraw from school (not return to complete the program) either during the current semester or for the upcoming semester.

Students who choose to withdraw from school must complete a withdrawal form in the Academic Advancement office, and complete a checklist to ensure that tools, books, equipment, and the billing account are all resolved satisfactorily.

If a student is sponsored by an employer, there may be stipulations regarding reimbursement of tuition/fees paid on behalf of the student as well as ownership and possession of tools or equipment.

**Military Students**
Students who are currently enrolled and activated to military service (voluntary or otherwise) will be withdrawn from their program of study and granted credit for course work completed with performance of a "C" or higher (2.0 or above GPA). Students will be given a pro-rata refund for any course work that has not been attempted.

Upon return from military service, students will be re-enrolled at the earliest possible opportunity to continue work in their program of study. Advanced standing will be given for any course work completed with a "C" or higher (2.0 or above GPA) in the program of study, and

the student will not be required to repeat such course work.

## Withdrawing from a Program

During the first week of the fall semester, students who realize they want to change to a different program may drop out of one program and enter another program (space permitting).

Students should contact the Academic Affairs office immediately to discuss options (such as the AAS in Applied Technologies), and if necessary, start the withdrawal and re-registration process.

- Permission from instructors in both programs is required.
- The tuition and fees shall transfer to the new program in full.
- The books, supplies, and tool costs are subject to the return policy at the bookstore if purchased from Northwest Tech.
- Personalized items and opened items are not eligible for a refund.

After the first week of the fall semester, a program change requires the student to formally withdraw from the original program and enroll in the desired program at the next available start date (i.e. usually the next fall semester).

- The student is responsible for all tuition and fees for the current semester subject to the refund policy found in this catalog.
- The books, supplies, and tool costs are subject to the return policy at the bookstore if purchased from Northwest Tech.
- Personalized items and opened items are not eligible for a refund.

Students may be able to create a program of study for an Associates of Applied Science (AAS) Degree in Applied Technologies if the two programs are closely related. Choosing this option will minimize the financial and academic loss that may occur when switching programs.

## Administrative Withdrawals

An administrative withdrawal is initiated by an instructor and/or administrator based on a student's attendance, conduct, or other unique situation impacting the ability to complete the semester. In the case of an administrative withdrawal, the student does **not** complete the Add/Drop/Withdraw form; the process is completed by staff in the Student Advancement office.

Reasons for the administrative withdrawal may include the following:
1. Online students failing to login to classes or respond to instructor/administrator emails, phone calls and other attempts to reach out to the online student
2. "Houring out" of the program (absent 35 or more hours in one semester)
3. Violations of the student code of conduct
4. Violations of the academic integrity policy
5. Violations of other campus policies

Students will be notified by email and U.S. mail of the administrative withdrawal and ensuing consequences.

Upon administrative withdrawal:
- The student's transcript will record the "W" grade for all courses attempted during the current semester.
- The student will still be responsible for outstanding balances on the billing account.
- The student will be required to leave the campus (including student housing without refund)

Students who have been dismissed from the college through administrative withdrawal may appeal the decision by following the Appeal procedure (see the **Policies** section of this online catalog).

Students who have been administratively withdrawn may be eligible to apply for re-admission if they wish to return to NWKTC in a future semester.

## Grades and Grading

NWKTC implements the 4-point grade system, meaning that the highest grade (A) is worth 4 points when calculating the GPA.

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### Grades on Coursework

Instructors are encouraged to provide grading rubrics that delineate expectations for the completion of classwork. Students who have questions about grades on coursework should speak directly to their instructor.

### Midterm Grades

For full-semester courses, instructors provide midterm grades which students can view through Empower. These grades are simply indicators of the students' progress – and may influence the student's decision to withdraw from a course - but will not become part of the official transcript.

### How Final Grades are Calculated in Classes

Instructors are required to provide information on their course syllabi that delineates how the final grade in the class will be calculated. This typically involves a designated "weight" for each category of graded assignments (i.e. quizzes, projects, assignments, etc.) Students who have questions about their final grades should speak directly to their instructor. Students who believe the grade is in error, and did not resolve the issue with the instructor, may appeal the grade. See the Grades and Grading Policy in the *Policies* section of this online catalog.

### Letter Grades on the Transcript

"A" is worth 4 points
"B" is worth 3 points
"C" is worth 2 points
"D" is worth 1 point
"F" is worth 0 points
"W" is not included in the calculation of the GPA
"I" indicates coursework is incomplete due to extenuating circumstances that meet specific criteria
"CPL" indicates credit for prior learning and is not included when calculating the GPA

### The Incomplete "I"

Instructors must seek permission to grant the "I" if a student is not able to complete the course by the end date of the semester. The extenuating circumstances that warrant the "I" are described in the Grades and Grading Policy in the *Policies* section of this online catalog.

### The Contract for Incomplete Grade

Instructors and students must complete the Contract for Incomplete Grade, which clearly states the work to be completed, the due date for the work, and other

pertinent information. In general, the outstanding work should be completed within two weeks of the end date of the semester.

Students are required to sign the contract indicating their agreement to the terms. If the student fails to sign the contract, or fails to successfully fulfill the terms of the contract, the grade of "I" will be converted to an "F" within 48 hours of the due date.

### Calculating the GPA

The GPA is a mathematical average of the total Quality Points for the courses completed.

**Semester GPA**: Here is a sample showing how the grade points for each letter grade are multiplied by the credits to determine quality points. (notice that there are no grade points associated with certain letter grades):

| Course | Grade | Credits | Grade Pts | Quality Points |
|--------|-------|---------|-----------|----------------|
| SAM105 | **A** | **3** | **4** | 12 |
| SAM110 | **B** | **3** | **3** | 9 |
| SAM115 | **C** | **3** | **2** | 6 |
| SAM120 | **D** | **2** | **1** | 2 |
| SAM125 | **F** | **5** | **0** | 0 |
| SAM130 | W | 3* | n/a | |
| SAM135 | I | 3* | n/a | |
| OSHA | CPL | 1* | n/a | |
| **TOTALS** | | **16** | | **29** |

*not included in totals

Divide the total Quality Points by total number of credits: 29 / 16 = 1.8125

**Cumulative GPA**: The same process as calculating the semester GPA, but all courses completed for all semesters are included in the calculation.

## Academic Honors

NWKTC recognizes superior academic performance each semester by conferring the following Academic Honors:

- Honor Roll: Students who earn at least a 3.0 GPA for the semester
- Dean's List: Students who earn a semester GPA between 3.5 and 3.99
- President's List: Students who earn a semester GPA of 4.0

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## Academic Standing

NWKTC seeks to provide academic support when needed. Students who are not able to maintain a 2.0 GPA are placed on either Academic Warning or Academic Probation, which may impact eligibility to participate in certain activities, and may impact financial aid.

- **Good Standing** – semester and cumulative GPA is 2.0 or higher
- **Academic Warning** – when the semester GPA is below 2.0 for the first time, the student is placed on Academic Warning for the following semester
- **Academic Probation** – if the semester GPA and cumulative is not 2.0 following the Academic Warning semester, the student is placed on Academic Probation.

## Graduation Requirements

To receive the technical certificate or degree, a student must have:

- Satisfied the residency requirement (completed at least 25% of coursework through Northwest Tech)
- An overall GPA of 2.0 or better for the entire program of study
- Completed all coursework and/or testing as required by the program of study
- Paid in full all account balances

**Graduation (Commencement) Ceremony**

Commencement exercises are designed to give the graduating students the recognition deserved for completing a technical certificate program and/or an AAS Degree at Northwest Kansas Technical College.

Students should note that participation in commencement ceremonies does not necessarily mean that the degree or certificate has been earned, as the Registrar and Bursar are still confirming eligibility.

Commencement exercises are held in May. Students who will have completed their education during the academic year (fall semester, spring semester, or upcoming summer semester) are encouraged to participate in the May ceremony.

All graduating students on occupational work experience (OWE) are expected to return to the college in May for graduation as designated by their program instructors.

The actual certificate or degree will be mailed to students upon confirmation of successful completion of academic and financial requirements. It is the student's responsibility to ensure that their mailing address is updated in the student information system (Empower).

**Graduation Follow-Up Report**

In order to comply with state and federal regulations and to assist with program evaluations, Northwest Tech Career Services performs an annual follow-up survey to ascertain the placement of recent graduates in their respective fields of study. The study is done for those students who graduate in the fiscal year between July 1 and June 30. The results are gathered and compiled in the fall of the academic year following June 30.

## Residency Requirement

To be eligible to earn the Associate of Applied Studies (AAS) degree from Northwest Tech, students must earn a minimum of 25% of the degree requirements (approximately 15-18 credits) from Northwest Tech.

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|---|
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Policy Title: Academic Honors
Responsible Division: Student Advancement
Last Reviewed: September 2023

## Background
Academic honors have traditionally been bestowed upon college students who demonstrate superior academic achievement as determined by the term grade point average.  In accordance with FERPA guidelines, the public recognition of student academic achievement is permissible if the college designates "honors and awards" as part of the directory information policy.

## Purpose
The purpose of the Academic Honors policy is to provide guidelines for public recognition of the superior academic achievement demonstrated by our students.

## Definitions
"Qualified students" are defined as those who have attempted and completed at least 15 credit hours for the term.

"Vice President's List" – Qualified students who have earned a grade point average of 3.50-3.99 for the term are listed on the Vice President's List.

"Honor Roll" - Qualified students who have earned a grade point average of 3.0-3.499 for the term are listed on the Vice President's List
"President's List" - Qualified students who have earned a grade point average of 4.0 for the term are listed on the President's List.

## Policy Statement
It is the policy of Northwest Tech to publicly recognize students for their academic achievements each semester, and to record the honors on the official transcript.  For students who indicate that their directory information should not be released, the college will not release their names, but their transcripts may still record the honors.

## Procedure
- Four weeks after the end date of the fall and spring semesters, a grade report will be pulled from the student information system.  (For cosmetology courses that have different end dates, a separate data pull will be conducted four weeks after the end dates for the cosmetology semesters).
- Staff members should check to ensure that the student has not indicated that their directory information cannot be released.
- Northwest Tech will release the names and hometowns of all students who earn academic honors to the

Goodland Star News, and to social media sites that are maintained by the Marketing Director.
- Northwest Tech will notify the hometown newspapers (as listed on the students' Student Data Sheet) with their name, hometown, and the title of the honor (i.e. Vice President's List, President's List, Honor Roll).
- Students who failed to include a hometown newspaper on their Student Data Sheet forfeit the opportunity for public recognition through that media; but students may provide the name of a hometown newspaper on their Student Data Sheet for future recognition.
- The student's official transcript will indicate the honors earned.

Policy Title: Academic Integrity
Responsible Division: Academic Advancement
Last Reviewed: July 2022

## Background
Academic integrity is the very heart of the educational enterprise.  In order to learn, students must think for themselves.  While it is acknowledged that learning occurs when one is exposed to the thoughts and words of others, it is expected that the student distinguishes the words and thoughts of others from his/her own.  Failure to make this distinction is considered an academic integrity violation.

## Purpose
Northwest Tech is committed to the academic and ethical development of our students. We work to create an academic environment that is challenging, while upholding the core values of respect, honesty, and integrity. Administration, staff, and faculty will help students to understand these values, as they are fundamental to the student experience at Northwest Tech and future employment in the working world.

## Scope
The academic integrity policy applies to courses offered on campus, online. Students in the Early College Programs (dual credit; Concurrent Enrollment; junior/senior option) may be subject to academic integrity policies in place in their high schools.

## Definitions
"**Attribution**" Attribution refers to giving credit to the sources used in the learning process.  The way which a student would attribute words and thoughts to the proper sources is to provide a citation according to a published style guide (i.e. the APA or MLA style guide).

"**Intentional plagiarism**" Intentional plagiarism is the act of knowingly using someone else's words or thoughts without giving the other person proper credit.  Because it may be

difficult to determine a student's intentions, intentional plagiarism may be defined as plagiarism that occurs after the student has been instructed in plagiarism and given resources such as the Online Writing Lab (OWL) at the Purdue University website, and is therefore subject to disciplinary action.

"**Unintentional plagiarism**" Unintentional plagiarism is the act of committing plagiarism without knowingly doing so. Because it may be difficult to determine a student's intentions, unintentional plagiarism may be defined as the student's first incident of plagiarism and should be followed by instructional resources to assist students in learning how to appropriately cite sources. Further, the student should be issued a warning that the next incident will be considered intentional plagiarism and will be subject to disciplinary action.

"**Source**" A source is any information (published or unpublished; written document, website, or recorded item; visual, auditory, digital or textual) which a student has consulted during the learning process. The student is obligated by academic integrity to attribute the sources used when submitting academic assignments, papers, exams or other learning activities.

**Policy**
It is the policy of Northwest Tech to uphold the highest standards of academic integrity, and to investigate, and if necessary, to implement disciplinary actions pertaining to any violations of academic integrity.

Students who exhibit academic integrity demonstrate the following characteristics:
- Submit work that is their own.
- Appropriately identify the work of others when it is incorporated into his/her own work, including direct quotations, summaries and paraphrases.
- Follow the instructions of the faculty with regard to permissible materials in the learning environment at the time of examinations/quizzes/assignments.
- Follow instructions of the faculty with regard to leaving the examination room prior to the conclusion/submission of the exam/quiz/assignment
- Follow instructions of the faculty regarding the submission of online work
- Proceed during examinations/quizzes/assignments without any assistance and without communicating in any way with others while the examination/quiz/assignments are being conducted, unless permitted by the instructor.

- Refrain from securing and/or distributing the content of any examination/quiz, without the permission of the instructor.

Violations of the Academic Integrity Policy include, but are not limited to the following:
- **Plagiarism:** An act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author. Examples would include, but are not limited to the following:
  o Quoting, paraphrasing or summarizing another's work without appropriately acknowledging the source.
  o Using another's content without acknowledging the source.
  o Submitting another's work, purchased or otherwise obtained, as one's own.
- **Cheating on Examinations/Quizzes/Assignments:** Examples would include, but are not limited to the following:
  o Using another's work,
  o Bringing to the learning environment materials that are not permitted by the instructor,
  o Communicating with another student(s),
  o Receiving any kind of assistance including, but not limited to, assistance from electronic devices
  o Obtaining or disseminating the content of an examination/quiz/assignment without the permission of the instructor.
- **Facilitating Academic Dishonesty:** Knowingly allowing another student to utilize, copy, or cheat from one's own examination/quiz/assignment.
- **Unauthorized Collaboration:** Sharing information or aiding another person during an examination or in preparing academic work without prior authorization of instructor.
- **Fabrication** is the use of invented information or the falsification of research or other findings in an academic exercise. Examples include, but are not limited to:
  o Fabricating a citation for a research paper or other project.
  o Changing a graded examination, paper, homework assignment, or other project and re-submitting it to the instructor to claim an error in grading.
- **Other forms of dishonest academic conduct** include any actions by which one seeks an unfair academic advantage over others. Examples include, but are not limited to:
  o Destroying or altering the academic work of another student.

- Lying about or otherwise misrepresenting the work of another student.
- Selling or giving away all or part of an unadministered test including answers to an unadministered test.
- Bribing any other person to obtain an unadministered test or any information about the test.
- Entering a building or office for the purpose of obtaining an unadministered test.
- Continuing to work on an examination or project after the time specified for the student has elapsed.
- Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
- Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, an electronic record, or other official academic record of the University that relates to grades.

### Procedures

To ensure a fair and timely resolution to any academic integrity violation allegations, the following procedure shall be followed.

1. Faculty notifies the student of the suspicion of academic dishonesty and schedules an appointment with the student to discuss the matter in person, by phone, or via email as soon as reasonably possible.
2. During this meeting between faculty and student, faculty reviews information collected by the faculty member and information given by the student to determine if a violation of academic integrity occurred.
   a. If the Faculty determines the incident is unintentional plagiarism, Faculty will provide the Plagiarism Review assignment for the student to complete in the Learning Management System (Moodle). This incident shall be reported to the Vice President of Student Advancement but no disciplinary action will be taken.
   b. If the faculty member confirms the integrity violation was intentional, the "Violation of Academic Integrity Policy Report" will be completed by the faculty member, signed by the student, and sent to the Vice President of Student Advancement.
3. Vice President of Student Advancement will log the "Academic Integrity Report" into the student's permanent record and will give official notice to

the student via email of the consequence based on the number of offenses in the student's record.

### Sanctions.

Consequences for violating the Academic Integrity Policy are intended as corrective actions, but are progressive in nature if violations continue. Each academic integrity violation, and accompanying consequence, will apply across all courses taken during the student's enrollment.

1. **First incident:** considered "unintentional plagiarism." The student will complete the Plagiarism Review assignment and faculty will submit a report to the Vice President of Student Advancement for inclusion in the student's file
2. **Second Incident**: The student will receive a zero "0" on the assignment/quiz/test in question.
3. **Third Incident**: The student will fail the course in which the incident occurs, and will receive an "XF" on their permanent academic transcript. The "XF" indicates they have failed a course due to an academic integrity violation.
4. **Fourth Incident**: Because the student has been trained on academic integrity, and given two additional disciplinary actions, the college retains the right to administratively withdraw the student from all Northwest Tech courses for the remainder of the semester. (Refer to the section in this catalog pertaining to the consequences of administrative withdrawal.) If the student wishes to return to the college, the student must pursue the institutional readmission process (refer to the section in this catalog pertaining to readmission).

Students found to be in violation of the academic integrity policy have the right to appeal the process. The basis of the appeal is limited to:

- Failure to notify student of allegation
- Failure to provide student the opportunity to discuss the allegation
- Failure to follow the published academic integrity procedure
- Other specific errors or omissions that may have influenced the outcome

**Students who wish to appeal should refer to the Appeals Policy. (Refer to the section in this catalog pertaining to the Appeals Policy.)**

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Policy Title: Acceptable Use of Information Technology
Responsible Division: Information Technology
Last Reviewed: July 2022

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### Background

It is the intent of Northwest Tech to provide a quality technological environment for the college community in

which certain standards are observed. Use of the technology resources is limited to purposes related to the college's mission of education. Certain responsibilities accompany usage of such resources and understanding them is important for all computer users. Use of technology resources is contingent upon compliance with college policies and standards and all governing federal, state and local laws and regulations. All Northwest Tech students, faculty, administrators, staff and guest users who are authorized to use Northwest Tech computing facilities and services are responsible for reading, understanding and complying with this policy. All users of the college computer resources shall agree to use the resources legally and ethically. Anyone who uses the technology services agrees to comply with the expectations outlined. The policies in this code apply to all hardware and software that make use of college resources, regardless of who owns the equipment or programs.

**Purpose**
The purpose of this policy is to ensure data integrity and the security of hardware, software, and access to information related to the enterprise of the college and to academic programs.

**Scope**
The scope of this policy covers all computing devices and network access owned and operated by Northwest Tech

**Policy Statement: Acceptable Use of Technology**
It is the policy of Northwest Tech to provide information technology resources to support education, research and communication. Students and employees are expected to abide by the standards of acceptable use; any violations of acceptable use policy will be subject to disciplinary actions as appropriate.

The following activities are acceptable uses of this information technology environment:
- Instruction of Northwest Tech classes
- Faculty & Student Research
- Class Assignments
- Official work of students, faculty, administration and staff, recognized student and campus organizations, and agencies of the college
- Electronic communication that supports instruction, research, or official work of students, faculty, administration, and staff
- Personal use by authorized users that does not interrupt or diminish access to resources for other users and does not violate any applicable law, regulation or College policy

It is a violation of the Northwest Tech Acceptable Use of Technology Policy to engage in any of the following behaviors:
- Violate copyright law in any manner, including but not limited to, downloading copyrighted audio, video, graphics, or text materials from the internet without proof of proper licensing arrangements. Computer software must be used in accordance with license agreements, whether it is licensed to the college or to the individual.
- Use another person's account or PIN number or give your password, PIN number, or identification to another person for the purpose of gaining access to a college-owned computer, network, or database resource. Users are responsible for safeguarding their identifications and passwords. Each user is responsible for all transactions made under the authorization of his or her ID and password.
- Access a file on a college-owned computer or network without the permission of the owner to copy, rename, modify, or examine it or to change file protection or visibility. Lack of protection on a file does not imply right of access.
- Interrupt or inhibit the access of others to Northwest Tech technology resources by actions such as distributing computer viruses, worms, or bulk email.
- Operate a college-owned computer in a manner that is otherwise wasteful of any computing or network resource.
- Gain access to Northwest Tech technology resources when one is no longer an eligible user.
- Employ a computer to annoy or harass other users: for example, to send obscene, abusive, or threatening mail or email.
- Misuse information accessed while performing work as a Northwest Tech employee. Information stored on administrative computers and servers is confidential. Use or distribution of such information other than as authorized or assigned is prohibited by college policy and state and federal laws.
- Access or attempt to access the college's administrative systems and records without explicit permission by the data owner or their designee.
- Read, delete, or in any way modify the college's administrative system data without explicit permission; distribute, publish, or in any way make known any such data to unauthorized persons.
- Tamper with computers, printers, or any other associated college-owned equipment.

- Remove, without authorization, computer equipment, disks, paper documentation, data, or other technology resources.
- Connect any device, other than a computer or printer (e.g., game console, network hub or router, etc.) to Northwest Tech's computer network.

**Requirements for Acceptable Use of College Technology Resources**
Users Must:
- Comply with the Acceptable Use of Technology Policy
- Understand and agree that use of Northwest Tech technology resources indicates acceptance of the policy
- Understand that the use of a personally-owned computer that is on the Northwest Tech network obligates the owner to comply with the Northwest Tech Acceptable Use Policy
- Understand College computer facilities and electronic classrooms are established for educational purposes and those purposes must take priority over other usage

**Computing Resources**
The accidental or intentional introduction of a destructive program, such as a "virus", can have serious consequences to the network. Users should be aware of the threat of viruses and use adequate protection against spreading them to their own machines. Any attempt to compromise the college computer security systems will not be tolerated.

Computing resources shall be used in accordance with the high ethical standards of the college community. Examples of unethical use include:
- Violations of computer system security
- Unauthorized use of computer accounts, files and data, which do not belong to the user
- Unauthorized use of access codes assigned to others
- Violation of another user's privacy

**Account Access**
No person may use or attempt to use any computer account other than his/her own assigned account. An account holder may not lend his/her account(s) to another user.

A user should only access or attempt to access files in his/her own accounts, files which have been made accessible to him/her, or files which have been made publicly accessible.

Any user who is eligible to view or change sensitive institutional data must maintain the appropriate confidentiality and security of that information, in accordance with college policies as well as state and federal laws. Users must not use their network security permissions to obtain sensitive information beyond what is directly related to their job assignments.

**Courtesy**
Abuse of college-owned public access computers and network resources may result in the suspension of privileges. In general, college-owned desktop and laptop computers, network resources, software, peripherals, and electronic mail will be used for academic or administrative purposes only. Illegal pornographic, threatening or nuisance messages are violations of the user's pledge to use computing facilities ethically.

Proper use follows the same standards of common sense, courtesy, and restraint in the consumption of shared resources that govern use of other public facilities.

Proper use includes:
- Regular deleting of unneeded files from one's accounts on servers
- Refraining from overuse of information storage space, printing or processing capacity
- Refraining from sharing accounts with ineligible parties (friends or relatives)
- Acquiring accounts for which you are ineligible
- Refraining from the distribution of mass emails without proper authorization

**Sanctions**
The college may take disciplinary and/or legal action against any individual who violates any computing policies. This action could include temporary or permanent suspension of the individual's privileges to all or part of the college computing facilities, temporary suspension or permanent separation from the college. Illegal acts involving Northwest Tech computing resources may also be subject to prosecution by state and federal authorities.

**Privacy**
Northwest Kansas Technical College seeks to protect computer-based information, recognized as a primary administrative, educational, and research asset, from accidental or intentional unauthorized modification, misuse, destruction, disruption or disclosure. In support of its effort to protect the integrity of its computing systems, workstations, networks, lab facilities, etc., the college has the right to monitor its computing facilities.

Northwest Tech has an obligation to respect the privacy of a user's network account, files, electronic mail, and network transmissions to the best of its ability. With reasonable cause, Northwest Tech has the right to monitor any and all aspects of a system, including individual login sessions, to determine if a user is acting in violation of the policies set forth in this document or as stated by law.

**Liability Disclaimer**

Northwest Tech hereby expressly and explicitly disclaims any liability and/or responsibility for violations of the policy stated above. Northwest Tech does not warrant that the function or services performed by users or the information contained on the college's technology resources will be kept confidential, meet the users' requirements, be uninterrupted or error free, or be corrected of objects.

Policy Title: Accommodations for Students with Disabilities
Responsible Division: Academic Advancement
Last Reviewed: July 2022

**Background**

Pursuant to Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, Northwest Tech seeks to provide reasonable accommodations for students with disabilities to ensure an accessible learning environment.

**Purpose**

The purpose of this policy is to ensure an accessible learning environment for students with disabilities and to outline the procedures necessary for students to request accommodations**.** This policy also stipulates the responsibility of the student to complete the intake process in a timely manner so that reasonable accommodations can be provided before the student experiences academic difficulties.

**Scope**

The scope of this policy covers learning experiences as described on course syllabi for all students on the Northwest Tech campus and other venues affiliated with Northwest Tech academic programs.

**Definitions**

"**Disability**" The Americans with Disabilities Act (ADA) defines a person with a disability as one who has a mental or physical impairment that substantially limits one or more major life activity. This includes individuals who have a record of such an impairment and/or those who are regarded as having a disability.

"**Documentation**" Documentations refers to legal or medical reports that verify an individual's disability and/or an individual's IEP or IPE. Northwest Tech asks that students who request accommodations provide documentation of the disability in order to help ascertain reasonable accommodations.

"**IEP**" The Individualized Education Plan is a document created by public schools receiving federal funding to outline the personalized learning needs for a student with a disability. Students are responsible for requesting the IEP from their high schools.

"**IPE**" The Individual Plan for Employment is a document created by Vocational Rehabilitation services outlining an individual's vocational goal and the services to be provided to reach that goal. Students are responsible for providing the IPE for the intake process.

"**Intake Process**" The intake process refers to the two steps that are required for the college to determine reasonable accommodations for the student: (1) submission of the Disability Services Student Intake Form and (2) participation in the intake appointment with the Vice President of Academic Advancement.

"**Reasonable Accommodation**" A reasonable accommodation is any change to the classroom environment or teaching/learning process) that allows a student with a disability to perform the academic activities necessary to succeed in the program of study. The Vice President of Academic Advancement is charged with determining what constitutes a reasonable accommodation on a case-by-case basis for students who request accommodations.

"**Timely manner**". Timely manner refers to when the student notifies the Vice President of Academic Advancement of the request for accommodations: upon applying for admission, or upon first enrollment, or at the beginning of the semester. Failure to disclose the disability and request accommodations at these key times may result in academic difficulties and poor grades. Northwest Tech recognizes the importance of being proactive to help the student achieve success.

**Policy Statement**

It is the policy of Northwest Tech to provide and coordinate services for students with disabilities in order to reasonably accommodate their disabilities and to promote equal access to educational opportunities. If a student with a disability does not request an accommodation in writing, Northwest Tech is not obligated to provide one and cannot be held responsible for the student's academic performance.

**Procedures**

The first step in the process is for the student to request assistance. Current and prospective students are encouraged to complete the Disability Services Student Intake Form on the NWKTC website: https://nwktc.wufoo.com/forms/disability-services-student-intake-form/

Upon receipt of the Disability Services Student Intake Form, students will be contacted by the Vice President of Academic Advancement to set up an intake appointment to discuss the accommodations requested. It is the responsibility of the student requesting the accommodation to have current documentation from an appropriate diagnostician (e.g., physician, psychologist, or past educational organization; the IEP or the IPE) regarding the nature of his or her disability and the need for any requested academic adjustment or auxiliary aids. The college may request a separate evaluation at the college's expense.

After meeting with the student to discuss the request, the student's history and experiences, and the documentation provided by the student, the Vice President of Academic Advancement will respond by granting or denying the request of assistance.

Upon granting the request, the Vice President of Academic Advancement will:
- Prepare a written document which specifically lists how the college will provide the accommodations to the student with the disability.
- Forward a copy of the written document to the student
- If the student is working with the Vocational Rehabilitation office, and has indicated the name of the Vocational Rehabilitation officer on the FERPA waiver form, the Vice President of Academic Advancement may forward the written document of accommodation to the designated officer.
- Forward a written notice of specific accommodations and adjustments to the faculty who teach the student and to other relevant staff members who may be included in providing accommodations to the student (i.e. testing center staff; tutoring staff; etc.)

Upon denial of the request, the Vice President of Academic Advancement will:
- Prepare a written document explaining the reason(s) for denying the request
- Forward that recommendation to the college President for a final decision by the President within 10 college days.
- Upon final decision of the college President, meet with the student to inform him/her of the President's decision and give a copy of the above-mentioned document to the student.
- Explain to the student that if they do not agree with the President's decision, the option to appeal is available to them by following the Appeals procedure.

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Policy Title: Administrative Withdrawal
Responsible Division: Student Advancement
Last Reviewed: September 2023

**Background**
In certain situations, the college administration may deem it necessary to withdraw a student from classes or from the institution if a student is not available to perform such action. These situations may include but are not limited to: the student's failure to address the account balance or make payment; misconduct or violation of school policies or state/federal laws; non-attendance in classes; emergencies that make it impossible for the student to complete the semester.

**Purpose**
The purpose of the Administrative Withdrawal policy is to provide the criteria for which an administrative withdrawal shall be implemented.

**Scope**
The Administrative Withdrawal policy applies to students in all Northwest Tech courses and programs of study, including the Early College and the Community Academy.

**Definitions**
"**Non-attendance in online classes**" is defined in the policy: *Attendance – online classes*
"**Non-attendance in campus classes**" is defines in the policy: *Attendance – on campus classes*
"**Houring out**" refers to dismissal from college when a student exceeds 35 hours of absence in one semester
"**Expulsion**" refers to the act of expelling or removing a student from classes and from the campus.

**Policy Statement**
It is the policy of Northwest Tech to authorize designated administrators (President; Vice President for Student Advancement) to administratively withdraw students under the following conditions:
1. The student has failed to submit required documentation for the admissions process by the midterm date of their first semester of enrollment
2. The student has houred out according to the *Attendance – online classes* or the *Attendance – on campus classes* policy(ies)
3. The student's conduct/behavior is a violation of the *Maverick Conduct Code* or other policies that warrant expulsion from college
4. The student has experienced a medical or family emergency which prevents the student from completing the semester
5. The student has failed to raise the cumulative GPA to 2.0 following a semester on Academic Probation

6. The student has an outstanding account balance owed to the school
7. The student has violated a policy that is program-specific as listed in the Program Handbook and forwarded to the Vice President of Student Advancement for adjudication
8. Other conditions which the administration deem it necessary to perform the administrative withdrawal

Students are still responsible for payment of tuition, fees, and all other items on the bursar account.

Eligibility for refunds shall be determined by the federal financial aid policy relating to the amount of the prorated refund based on percentage of the course attended

**Procedure**
Upon reaching a decision regarding the administrative withdrawal, the Vice President for Student Advancement shall notify the student via email of the enrollment action

The student's transcript shall reflect the grade of "AW" to indicate the administrative withdrawal, and to distinguish this action from a student's voluntary withdrawal.

The grade of "AW" shall not be included in the calculation of the student's term or cumulative GPA.

If the student wishes to appeal the decision, the student shall refer to the *Appeals* policy in the college catalog

Policy Title: Appeals Procedure
Responsible Division: Student Advancement
Last Reviewed: June 2022

**Background**
Students who have followed the complaint/conflict resolution process without satisfaction may advance their complaint through this appeals procedure.

Additionally, students who have been found to be in violation of school policies (Code of Student Conduct; Academic Integrity Policy; Satisfactory Academic Progress; etc.) may wish to appeal the decision/finding. Northwest Tech aims to provide clear information regarding its procedures for students to appeal administrative decisions/findings.

**Purpose**
The purpose of this policy is to provide due process for students who wish to appeal a decision/finding.

**Scope**

The scope of the policy covers complaints/conflicts which were not resolved to the student's satisfaction through the complaint/conflict resolution process.

Additionally, this policy covers student appeals for all disciplinary proceedings and decisions/findings.

**Policy Statement**
It is the policy of Northwest Tech to provide due process for students who wish to appeal administrative decisions regarding policy violations, as well as for complaint/conflict resolution processes.

**Procedures**
The student who wishes to appeal an administrative decision is directed to use the procedure outlined below.

**First Step:** The student must prepare a written statement of the nature of the appeal.
A. This statement should be a formal letter (students may google how to format a business letter) that includes a factual account of the initial incident or situation, including dates, times, witnesses, previous attempts to resolve the issue, and other relevant information.
B. The letter must also clearly state the basis for the appeal (i.e. were the procedures not applied appropriately, policies not followed, relevant evidence was not considered, etc.).
C. In the case of student disciplinary or academic issues, the letter must include how the student intends to change behavior and improve performance to avoid future violations of college policy.
D. Students may include documents or other evidence that bolster the case.
E. Students shall proofread the letter to ensure that it contains proper grammar, spelling, punctuation (as if submitting an essay for English class). This attention to detail indicates a serious commitment to the cause and an ability to communicate responsibly and professionally.
F. Submit letter to the Vice President of Student Advancement within three (3) days of the administrative decision you are appealing. While the letter is to be written as a formal letter, it may be sent via email.

**Second Step: Vice President of Student Advancement Review.** The Vice President of Student Advancement will review the appeal letter and will adjudicate the case within ten (10) business days. The Vice President of Student Advancement will provide a written response (email message) to the student regarding the decision.

If the student is still unsatisfied with this decision, the student may proceed to the third step. The appeal letter

and other appropriate documentation (including Vice President of Student Advancement correspondence) must be submitted to the Vice President of Academic Advancement either in person or by email.

**Third Step: Vice President of Academic Advancement Review.** The Vice President of Academic Advancement will review the entire case and then adjudicate the appeal in writing within ten (10) business days and supply a copy of the adjudication to student (through email) and to the Office of the President.

**Fourth Step: Presidential Review.** Should the student deem it necessary he or she may appeal in writing the decision of the Vice President of Academic Advancement to the Office of the President. This must also be done in writing and filed within ten (10) business days. The President shall respond within ten (10) days and may do so by meeting with parties involved or by written response.

**Fifth Step: Student Welfare Committee Review.** Should the student desire to appeal the President's decision, the student may submit a signed written statement of appeal within ten (10) business days to the Board Clerk (in the Office of the President). The Clerk will then notify the Chairperson of the Student Welfare Committee. The Student Welfare Committee Chairperson will then arrange to review the case prior to the next regularly scheduled board meeting. The Board Clerk will notify all parties concerned of the decision of the Student Welfare Committee within ten (10) business days from the hearing.

**Sixth Step (Final Step): Area Board of Control.** Should the student desire to appeal the decision of the Student Welfare Committee to the Area Board of Control, the student may submit a signed written statement of appeal within ten (10) business days to the Board Clerk. The Clerk will then notify the Chairperson of the Area Board of Control. The Board Chairperson will then arrange to review the case at the next regularly scheduled board meeting. The Board Clerk will notify all parties concerned of the decision of the Area Board of Controls within ten (10) business days from the hearing. This is the final decision; no further appeals may be made.

> Policy Title: Attendance (on campus classes)
> Responsible Division: Student Advancement
> Last Reviewed: July 2022

**Background**
Attendance of students in each program offered at Northwest Kansas Technical College is of vital importance to the student and to the college. The college views absences and tardiness as lost production in the educational process.

Several accreditation bodies and/or certifications explicitly state the number of clock hours required for eligibility to test or eligibility to be licensed. Excessive absences impact the student's eligibility for certification and/or licensure in some programs. Tardiness and absence also impact student learning and skill development in general.

Further, members of each program's advisory boards have indicated that excessive tardiness/absence from work is a soft skill that needs to be developed in the training environment/classrooms at Northwest Tech. Because employees typically earn two weeks of vacation time per year as a new employee, Northwest Tech has established the threshold number of 35 clock hours of attendance in one semester (the equivalent of one week vacation) as the criterion for dismissing students for excessive absences.

**Purpose**
The purpose of this policy is to establish a maximum number of clock hours that a student may miss before being dismissed from the program of study.

**Scope**
This policy applies to career and technical programs of study; however, attendance in general education courses should be reported to the program instructors as part of the cumulative hours missed. While the maximum number of hours is consistent across campus, each program of study may develop their own formula for accounting for student tardiness and absence.

Attendance (participation) in online classes is not covered by this policy.

**Definitions**
"**Absence**" An absence refers to the fact that the student is not present in class, regardless of the reason.

"**Attendance report**" The attendance report is a form developed by Northwest Tech that instructors complete and submit to the Vice President of Student Advancement to report student absences.

"**Dismissal**" Dismissal refers to the act of administratively withdrawing a student from school. (Refer to the section in this catalog pertaining to administrative withdrawal.) Dismissal from college impacts a student's eligibility for federal financial aid, scholarships, athletic participation; and termination of the student housing contract without refund.

"**Excused absence**" Each program may determine how to define an excused absence and whether to include these absences in their reports. Examples of excused absences may include: attending professional conferences related to

the program; participating in athletic events as an active member of the team; illness; family emergency; etc.

"**Hour out**" Hour out refers to dismissal from college when a student exceeds 35 clock hours of absences.

"**Leave of absence**" The leave of absence refers to an extended absence from school due to prolonged illness, hospitalization, family emergencies, or other life events that require the student to miss several days or weeks of school.

"**Tardiness**" Tardiness refers to arriving to class after the official start time. Each program of study and general education faculty may establish their own guidelines for what constitutes tardiness and how to account for tardiness in the attendance report.

"**Unexcused absence**" Each program may determine how to define an unexcused absence and whether to include these absences in their reports. Examples of unexcused absences may include: oversleeping; being dismissed from class for behavioral issues; failure to provide documentation for an absence; etc.

**Policy Statement**
It is the policy of Northwest Tech to track student tardiness and absences in campus-based classes as they accrue to 35 hours per semester. Each semester, students will start with 0 hours of absence, regardless of the accumulation of absences in the previous semester.

Each program shall delineate in the program handbook how the instructors in that program will count and track/document tardies and absences.

Upon reaching 30% of the 35 hours, students shall be required to meet with the program faculty and sign a document indicating awareness of the absences and the attendance policy. Student athletes are responsible for obtaining the signature of the athletic director on this documentation. Students shall also be asked to meet with the Academic Coach to discuss interventions that may be necessary to help the student with attendance.

Upon reaching 60% of the 35 hours, students shall again be required to meet with the program instructor to signa document indicating awareness of the absences and attendance policy. Student athletes are responsible for obtaining the signature of the athletic director on this documentation.

Upon reaching 90% of the 35 hours, students shall be required to meet with the Vice President of Student Advancement (and the Athletic Director if the student is a student athlete) to sign a document indicating awareness of

the absences and attendance policy, and the consequences of being dismissed from the institution.

Upon reaching 35 hours of absence from classes in one semester, students will be dismissed from the college, which requires students who are living on campus to move out of the residence halls within 24 hours of the notification of the dismissal. Students shall be administratively withdrawn from courses. Per the administrative withdrawal policy, students shall not be eliglble for any refunds, and shall be required to pay the account balance.

**Procedures**
Instructors in each program of study are responsible for defining "tardiness," "excused absence," and "unexcused absence." These definitions should be included in the program handbook.

Instructors in each program should review the attendance policy at the beginning of each semester with their students. Further, instructors should ask students to sign an acknowledgment document indicating the student's awareness of, and agreement to comply with, the attendance policy. Instructors also should explain the process for students to complete absence reports.

Instructors collect absence reports and record student attendance on a daily basis so that they may complete the "Attendance/Academic Alert" form and have a conference with the student at the appropriate intervals.

Instructors are asked to notify and confer with students as the students' absences approach 30%, 60% and 90% of the 35 hours allowed for absence in one semester. Thus, when a student accumulates 10.5 hours (30%) of absence, the first conference should occur during which both the student and the instructor sign the attendance report form. Subsequent conferences and documentation should occur at 21 hours (60%) and 31.5 hours (90%).

Instructors are asked to notify the Vice President of Student Advancement when a student reaches the 60% interval and the 90% interval.

Upon reaching the 90% interval, the Vice President of Student Advancement will ask the student to attend a conference to discuss the ramifications of being dismissed from college due to this "hour out" policy.

When a student reaches the 35-clock-hour threshold, the instructor should immediately notify the Vice President of Student Advancement. The Vice President of Student Advancement will initiate an administrative withdrawal for that student, which will include:

- Preparing official notification to the student which explains the expectations for resolving any outstanding balances in the business office; returning college-owned items; determining whether student has paid for tools and other supplies that may be on the billing account; terminating the housing contract; and provides options for student appeal and/or eligibility or re-admission in future semesters;
- notifying the Registrar so that the student's academic transcript will record grades of "W" for each class in the semester;
- notifying the business office so that the student's billing account and financial aid records will be adjusted accordingly;
- notifying the Athletic Director if the student is an athlete so that eligibility for participation will be adjusted accordingly;
- notifying the Housing Director if the student has a housing contract so that arrangements can be made for the student to vacate the premises by the date specified.

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Policy Title: Auditing a Class
Responsible Division: Academic Advancement
Last Reviewed: September 2023

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**Background**
Auditing a course means that an individual may attend a course regularly without being required to take exams or complete assignments. The individual receives no credit for audited courses.

Each academic department determines their courses available for audit.

Individuals wishing to audit a course must complete the appropriate admissions and enrollment process (see the section on *Admissions* and the section on *Registration and Academic Records* in this online catalog).

Tuition and fees for audited courses are the same as those for credit courses and payment is due in full prior to the first day of the class. Financial aid does not pay for audited courses. Credit enrollment cannot be converted to audit status at any time and audit enrollment cannot be converted to credit enrollment.

**Purpose**
The purpose of this policy is to explain the billing, transcripting, and transferability of audited classes. This policy also describes restrictions and limitations to granting requests for auditing classes.

**Scope**
The course auditing policy applies to on-campus courses and programs leading to the technical certificates and associate degrees.

This policy does not apply to Community Academic courses or online courses.

**Definitions**
"Capacity" is defined as the maximum number of students that can be accommodated due to facilities, equipment, safety, or mandated student-teacher ratios.

**Policy Statement**
It is the policy of Northwest Tech to provide opportunities for individuals to audit on-campus courses if the course is not filled to capacity.

As enrollment in the class reaches capacity, degree-seeking students shall have priority over individuals who wish to audit the class.

Tuition and fees remain the same for students who are auditing classes. Payment of tuition and fees is due in full prior to the first day of the course.

The student transcript shall reflect a letter grade of "AU" to indicate that credit is not awarded, nor does the course count toward calculating a GPA.

Audited courses are not eligible to fulfill graduation requirements for certificates of completion, technical certificates, or the associate degree.

If a student has audited a course from another institution, Northwest Tech shall not accept that course as a transfer credit.

**Procedure**
Individuals wishing to audit a course must complete the application and enrollment processes for non-degree seeking students.

For program courses on-campus where capacity may be limited, the enrollment of auditing students shall be tentative until all degree-seeking students have enrolled. In cases where capacity is reached and it is not possible to accommodate auditing students, the Registrar shall notify the auditing student. If the student has already paid tuition and fees, the *Adding, Dropping, and Withdrawing from Classes* policy shall apply.

If a student drops or withdraws from the class, the *Adding, Dropping, and Withdrawing from Classes* policy shall apply.

Policy Title: Authentication of Online Students
Responsible Division: Academic Advancement
Last Reviewed: September 2023

## Background

Institutions accredited by the Higher Learning Commission (HLC) are required to submit a Federal Compliance report which includes policies/procedures regarding the verification of student identify for distance learning classes per Federal Requirement 34 CFR §602.17(g) which states that colleges must have processes in place that establish that a student who is enrolled in online courses is the same student who is academically engaging in the program.

## Purpose

Because the online learning environment does not provide a way for students and instructors to interact in person, it may be possible for academic integrity violations to occur. The purpose of this policy is to take measures to establish that students who submit work in online classes are actually the students who are enrolled in the online class.

## Scope

This policy applies to online courses only.

## Definitions

"**Learning Management System (LMS)"** A Learning Management System is a software application designated for instructional activities. The LMS is a secure application requiring a password and log-in credentials. Instructors develop and store instructional materials in the LMS; students can access the materials and submit assignments or take exams in the LMS environment.

"**Moodle**" Moodle is the Learning Management System (LMS) that Northwest Tech uses for the purpose of developing courses and tracking student performance in classes.

## Policy Statement

It is the policy of Northwest Tech to authenticate the identity of prospective online students through the Admissions process and to require online instructors to use the acceptable methods of instructional methods to confirm the identify of students who are completing the work in online courses.

Once the online class is underway, if/when the identity of the individual completing work in an online course is in question, faculty shall submit an academic integrity report to the Vice President of Student Advancement for investigation and possible sanctions according to relevant policies (i.e. the Information Technology Policy and the Academic Integrity Policy).

## Procedures

NT has identified the following as acceptable methods of identity verification:

2. An individual secure login and password,
3. Proctored activities, and/or
4. Other technologies or practices that are effective in verifying student identification.

NT will implement he following procedures to safeguard academic integrity regarding the identity and authentication of online students:

1. Upon admission to NWKTC, students are issued a user name and password, which is required to be used each time a student participates in coursework online.
2. Students are instructed to change passwords on a regular basis to help maintain student security.
3. Students are instructed that sharing their login credentials (username and password) is prohibited and such action is subject to the academic integrity policy.
4. Students are required to authenticate each time they log into Moodle or proctored exams to minimize the possibility of academic dishonesty.
5. In-person activities that require identity authentication are verified by NT employees upon inspection of photo IDs
6. NT relies upon the high school employees to verify that students who complete the Early College Program courses are indeed the students who enroll in the classes.
7. All methods of verifying student identity in distance education must protect the privacy of student information.
8. Faculty members are encouraged to design courses that support academic integrity.
9. Other practices to authenticate students in online courses:
   a. Require students to record (video) assignments for submission
   b. Require FaceTime, Skype or Zoom conferences periodically with students to discuss assignments/exams/papers
   c. Initiate contact with student through email or phone call to discuss assignments/exams/papers

Policy Title: CAMERA [Surveillance] POLICY
Responsible Division: Student Advancement
Last Reviewed: June 2022

## Purpose

Northwest Kansas Technical College is committed to enhancing the quality of life of the campus community by

integrating the best practices of safety and security with technology. The purpose of this policy is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security.

This policy addresses the College's safety and security needs while respecting and preserving individual privacy. To ensure the protection of individual privacy rights in accordance with the College's values and state and federal laws, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records.

We have installed security cameras to a portion of our campus to assist in making our campus as safe as possible. These cameras are not actively monitored, but they are intended to deter crime and assist in the investigation of crimes and recovery.

## Policy
All video footage will be secured and will be managed by the Information Technology Department.

Any requests to view camera footage will be submitted to the Vice President of Student Advancement.

The Vice President of Student Advancement office will review any complaints regarding the utilization of surveillance camera systems and determine whether this policy is being followed.

The Vice President of Student Advancement Office will review all external requests to release records obtained through security camera surveillance. The College will seek consultation and advice from the General Counsel as needed related to these requests prior to the release of any records outside of the College. Video surveillance records will generally not be released to the public, students, general employee or parent.

While College personnel will typically review the footage, the College reserves the right to allow individuals to view video footage if that is a necessary action as part of an investigation of a crime, code of conduct violation, significant campus safety concern or campus policy violation.

## General Principles
Cameras are not actively monitored. They are viewed only upon the report of a crime or violation.

Information obtained from the cameras shall be used exclusively for campus policy enforcement, including, where appropriate, student judicial functions or to assist local law enforcement and campus/local crime.

Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.

All camera installations are subject to federal and state laws.

## Placement of Cameras
Cameras will be located so that personal privacy is protected.

Camera positions and views of residential housing shall be limited to external areas. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy.

Anyone who tampers with video equipment will be subject to disciplinary action through the Office of the President.

## Access and Monitoring
All recording or monitoring of activities of individuals or groups by college security cameras will be conducted in a manner consistent with college policies, state and federal laws, and will not be based on the subjects' personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics.

When an incident is reported, the personnel responsible for the area in question may request the Vice President of Student Advancement to review the images from the camera. As circumstances require, the Vice President of Student Advancement may authorize others to review images.

## Appropriate Use and Confidentiality
Personnel are prohibited from using or disseminating information acquired from university security cameras, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official college and law enforcement purposes upon the approval of the Vice President of Student Advancement or designee. Personnel are expected to know and follow this policy.

## Use of Cameras for Criminal Investigations
The use of video equipment may be used in criminal investigations on behalf of the College. Individuals or agencies from outside of the College must request access to view materials. Video records will be destroyed within seven days at the conclusion of any investigation and subsequent hearing process.

**Safety and Security Camera Storage and Retention of Recordings**

No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.

All surveillance records shall be stored in a secure location for twenty-one days and will then promptly be erased or written over unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Vice President of Student Advancement. Individual departments shall not store video surveillance recordings.

> Policy Title: Campus Closure (Inclement Weather)
> Responsible Division: Office of the President
> Last Reviewed: June 2022

**Background**

Northwest Kansas Technical College will hold classes each scheduled day of the college year except in the cases where it would be imprudent for students and employees to be travelling to/from or to be on campus.

**Purpose**

The purpose of this policy is to ensure the safety of the campus community by notifying them of inclement weather or other conditions that necessitate the closure of the campus.

**Scope**

The campus closure policy applies to on-site classes on the Goodland campus.

This policy does not apply to high schools participating in the Early College, as those campuses shall follow their own policies regarding campus closure.

This policy does not apply to online classes.

Students who participate in clinicals, OWE (occupational work experience), internships, practica, and other off-campus classes must be in communication with their instructors to be apprised of closures that pertain to their unique circumstances.

**Policy Statement**

It is the policy of Northwest Tech to authorize only the President or designee (Vice President of Information Technology or Vice President of Student Advancement) to determine when the campus should be closed.  The President (or designee) is the only person authorized to

notify the media, students, and employees of campus closures.

**Procedures**

The President or designee shall make a determination about campus closure by 6:00 a.m. mountain time.

The President or designee shall notify students and employees through the Code Red notification system.

The President or designee shall notify the public through appropriate mass media outlets (NWKTC website; radio stations with the service area, etc.)

**Electronic Days (eDays)**

Upon receiving notification of a campus closure, instructors may choose to provide online educational activities for their students through Electronic Days (eDays).

The instructor shall use email, Moodle, and any other method of communication to notify students of the assignment and due date for the assignment.

> Policy Title: Complaints and Conflict Resolution
> Responsible Division: Academic Advancement
> Last Reviewed: June 2022

**Background**

Students who have issues, concerns, or complaints regarding academics, student life, finances, facilities, or employees are encouraged to seek resolution in a manner that edifies all involved.

NT aims to educate students on the proper channels to follow regarding resolution of conflict and complaints, so that students learn that it is not advisable to "go to the top" without first addressing the personnel at the appropriate level.

NT also aims to empower employees to resolve conflicts or complaints that relate to their area of responsibility.

**Purpose**

The purpose of this policy is to provide a process for students who wish to register a complaint and/or to seek conflict resolution for campus-based issues.  A secondary purpose is to educate students about going through the proper channels of a complaint process so that personnel at the appropriate levels are involved in the resolution.

**Scope**

The scope of this procedure covers all aspects of the student's experience on campus (housing, dining, facilities,

classroom, athletics, academics, and interactions with employees).

This policy does not cover appeals regarding administrative withdrawal decisions.

This policy does not cover sexual assault/harassment incidents (refer to the section in this catalog pertaining to sexual assault and harassment).

**Policy Statement**
It is the policy of Northwest Tech to be responsive to student complaints and to provide an opportunity for appropriate personnel to participate in the conflict resolution process.

**Procedures**
The student who has a complaint or a conflict is instructed to follow the procedures below.

**Level One: Direct Discussion with Employee.** The first step should be to discuss the concern/complaint directly with the employee. Many situations can be satisfactorily addressed, or misunderstandings clarified, at this level. When this occurs, no further action is called for.

**Level Two: Supervisor Review.** In the event that a concern/complaint cannot be adequately addressed through direct discussion with the employee, the student may take another step by submitting a written statement (may be an email message) to the relevant employee's supervisor.

Students may refer to the organizational chart on the NT webpage to discover the appropriate supervisor for employee.  Note that all faculty are supervised by the Vice President of Academic Advancement; all coaches and athletic staff are supervised by the Athletic Director; housing staff are supervised by the Vice President of Student Advancement; office staff/employees are supervised by Directors of the department; Vice Presidents, Vice Presidents and custodial staff are supervised by the President).

The written statement should identify the student, employee, course or activity, a factual description of the problem, dates/times and any other relevant information including past efforts to address the problem.  The supervisor will meet with the employee to discuss the situation and to review any related materials that may be relevant. This must be completed within three (3) business days. The supervisor may take action at this point to either resolve the conflict, or to mediate a resolution between the student and employee.

**Level Three:  Appeal Process.**  If unsatisfied with the supervisor's resolution, the student may follow the appeal process (see Appeals Policy in this section of the catalog).

Policy Title: Concealed Carry Policy
Responsible Division: Student Advancement
Last Reviewed: June 2022

**Introduction**
Northwest Kansas Technical College prohibits the possession and use of firearms, explosives, and other weapons on college property, with certain limited exceptions, as provided below. This policy is in accordance with the Kansas Board of Regents ("Board") Policy and State Law, K.S.A 75-7c01, et seq.

**Definitions**
For purposes of this policy:
1. The term "weapons" includes:
    1. Any object or device, which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant.
    2. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
    3. Any BB gun, pellet gun, air/C'O2 gun, stun gun or blow gun;
    4. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge;
    5. Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
    6. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
    7. Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
    8. Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be

construed to be a weapon for the purposes of this policy;

9. Any martial arts weapon such as nun chucks or throwing stars;
10. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person;
11. No student shall possess, handle, use, or threaten to use any object that can reasonably be considered a weapon, explosive, destructive device, or hazardous substance on college owned or operated property, and any College activity, function or event. This policy includes any item being used as a weapon or destructive device or any facsimile of a weapon.
12. Any explosive or destructive device, including but not limited to dynamite, nitroglycerin or any other combustible, blasting caps, fireworks, firebombs, grenades, plastic charges or devices intended for detonation purposes, and/or any other similar devices or compounds used for detonation or blasting.
13. Any other dangerous or deadly weapon or instrument of like character.

2. The term "handgun" means:
   ● A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
   ● Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

3. The term "firearm" includes any handgun, rifle, shotgun, and any other weapon, which will or is designed to expel a projectile by the action of an explosive.

4. The term "adequate security measures" shall have the same meaning as the term is defined in K.S.A. 75-7c20, and "building" shall have the same meaning as the term "state building" is defined in K.S.A. 75-7c20.

The term "campus" means any building or grounds owned by the college or the Board and any building or grounds leased by the college or the Board for college use.

**Policy**
**1. General Rules on Open Carry and Concealed Carry on Campus**
Open carry of firearms and possession of weapons other than concealed handguns shall be prohibited on campus, while concealed carry of handguns is permitted on campus, subject to the rules stated in this policy. All weapons are

prohibited at all off-campus College sponsored or supervised activities, except that, as required by law, the College does not prohibit employees, who are legally qualified, from carrying a concealed handgun while engaged in the duties of their employment outside of Northwest Tech's place of business, including while in a means of conveyance.

Nothing in this policy shall be read to prohibit possession of weapons on campus as necessary for the conduct of Board-approved academic programs or College-approved activities without the advance written approval of the college president or his/her designee.

Except in those instances where necessary for self-defense or transferring to safe storage and except as otherwise provided in the preceding paragraph, it shall be a violation of Board and College policy to openly display any lawfully possessed concealed carry handgun while on campus.

There are no College locations that have been designated as prohibiting concealed carry with permanent adequate security measures. The College may from time to time designate a specific location as temporarily prohibiting concealed carry and use temporary adequate security measures as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

In addition, areas of buildings that have no public access entrances and are limited to restricted access entrances only may be off-limits to concealed carry, as determined by the College. ''Restricted access entrance'' means an entrance that is restricted to the public and requires a key, keycard, code, or similar device to allow entry to authorized personnel. "Authorized personnel" means employees of a state agency or municipality and any person granted authorization pursuant to K.S.A. 75-7c20(d)(2), who are authorized to enter a state or municipal building through a restricted access entrance.

**2. Prohibitions Based on State Law**
Beginning July 1, 2017, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on campus except in buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law.

Regardless whether the individual is otherwise lawfully eligible to carry a concealed handgun, the following restrictions apply to the carrying of a firearm by Kansas Law, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

1. An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
2. A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332];
3. A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
4. A firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
5. A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
6. A firearm cannot be carried by an individual who has been convicted of a felony crime [K.S.A. 21-6304];
7. An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
8. A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
9. Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,
10. Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21- 6308, 6308a].

It shall also be a violation of this policy to otherwise possess, store, transport, trade, sell, or in any other way use a firearm in violation of any applicable law.

**3. Carrying and Storing Handguns**
Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law and Board policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

Beginning July 1, 2017, each individual who lawfully possesses a concealed handgun on campus shall at all times have that handgun in their custody and control, and shall either:
1. Carry it concealed on or about their person in a manner that complies with this policy, or;
2. Keep it securely stored at their residence or in their privately owned or leased vehicle.

Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. With

respect to this policy, "concealed" means completely hidden from view and does not reveal the weapon in any way, shape, or form.

"About" the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach of the individual.

Every handgun carried by an individual, whether on their person or in a carrier, must be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures any external hammer in an un-cocked position. The handgun must be secured in the holster with a strap or by other means of retention. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety must be carried with the safety in the "on" position. Semiautomatic handguns must be carried without a chambered round of ammunition. Revolvers must be carried with the hammer resting on an empty chamber.

Handguns shall not be stored:
1. in any College classroom, lab, office, or facility;
2. in an on-campus residential unit, except in the residential unit of the individual who is at least 21 years of age, who legally owns the handgun, and when the handgun is secured in an approved storage device;
3. in any non-privately owned or leased motor vehicle; or,
4. in any other location and under any circumstances except as specifically permitted by this policy and by state and federal law.

Handguns may be stored:
1. in an individual's privately-owned or leased motor vehicle when the vehicle is locked and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or,
2. in an individual's on-campus residential unit when the handgun is secured in a holster and in an approved storage device. Handgun storage by any other means than specifically permitted in this policy is prohibited.

For any on-campus residential unit that does not have adequate security measures, each resident who lawfully

possesses a handgun on campus and elects to store the handgun they possess in the room to which they are assigned when not carrying it on their person in a concealed fashion shall secure the handgun in a secure storage device that conceals the gun from view. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe-keeping of handguns.

Northwest Tech does not provide approved handgun storage devices to any person under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device. An approved storage device has each of these characteristics:

- it is of sufficient size to fully enclose the handgun while secured in an approved holster;
- it is constructed of sturdy materials that are non-flammable;
- it has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device, but devices secured exclusively with a key lock are prohibited; and,
- the device is constructed specifically for the storage of a handgun and/or ammunition.

All ammunition stored in an on-campus residence must be stored in an approved storage device.

**Additional Safety Measures**
Northwest Tech and its employees, staff, administration and trustees who do not provide adequate security measures in college buildings and by this Policy allows the carrying of a concealed handgun as authorized by the Personal and Family Protection Act (K.S.A. 75- 7c01 et seq.) shall not be liable for any wrongful act or omission relating to actions of persons carrying a concealed handgun concerning acts or omissions regarding such handguns (K.S.A. 75-7c20(f)).

Nothing in this Policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

No person shall use the fact or possibility that he or she is carrying a concealed weapon with the intent to intimidate another person except in defense of self or others.

**Reporting and Temporary Actions**

All reports of suspected violation of the concealed carry policy are made to the Vice President of Student Services, or the College President or his/her designee.

Northwest Tech will conduct an initial investigation to determine whether the report describes a criminal matter and/or a policy violation. An employee who witnesses the unlawful handling of a handgun shall report the incident to the Vice President of Student Advancement, or the College President or his/her designee.

Upon receipt of a report, Northwest Tech will conduct an initial investigation to determine whether the report describes a criminal matter and/or a policy violation. Any report of weapons on the Northwest Tech campus will be investigated.

Employees who fail to report complaints or incidents regarding unlawful handling of a handgun to appropriate college officials may face disciplinary action. College administrators who fail to investigate and take appropriate corrective action in response to complaints of unlawful handling of a handgun may also face disciplinary action.

When a complaint contains evidence of criminal activity, the College President or his/her designee shall report such conduct to law enforcement.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the college's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

The filing of a complaint or otherwise reporting unlawful handling of a handgun shall not reflect upon the student's status or grades. Likewise, initiation of a complaint of unlawful handling of a handgun in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of unlawful handling of a handgun is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

**E. Sanctions**
Any individual violating this Policy or accidentally or irresponsibly discharging a weapon will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this Policy will be administered by

Northwest Tech Administration or the appropriate law enforcement agency and shall form a Student Code of Conduct violation. Those residing on campus shall honor these Policy provisions plus any and all conditions of housing written agreement. Likewise, any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any individual who violates state or federal law may be detained, arrested or otherwise subjected to lawful processes appropriate to the circumstances.

## 1. Students

Students in violation of this policy are subject to suspension or expulsion from the college with loss of all credit for the current semester and no refund of tuition or fees for the semester, as well as prohibition from future enrollment or participation in College or College-sponsored activities. The suspension or expulsion may be appealed under the Northwest Complaint and Grievance Policy. The President may recommend the suspension or expulsion be modified on a case-by-case basis. Students violating this policy will be referred to the appropriate law enforcement agency or agencies and if a juvenile to SRS. Those residing on campus shall honor the provisions of this policy plus all conditions of the housing agreement.

## 2. Employees

Prior to applying sanctions under this policy, employees will be afforded all rights of due process to which they are entitled under their contracts or in the provisions of the laws of the State of Kansas. Nothing in this policy is intended to diminish the rights of Northwest Tech to take any other disciplinary action as deemed necessary.

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Policy Title: Credit for Prior Learning
Responsible Division: Academic Advancement
Last Reviewed: July 2022

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**Purpose**
The purpose of the Credit for Prior Learning policy is to establish guidelines for awarding college credit based on work experience, exam scores, or military experience that is relevant to the program of study.

**Definitions**
"Credit for Prior Learning" consists of an evaluation of skills exhibited through work and life experiences such as employer and military training programs; industry certifications; non-credit postsecondary-level courses; civic or volunteer experiences; and/or satisfactory test results on a CLEP exam.

**"CLEP (College-Level Examination Program)"** is a testing program of The College Board designed to measure prior learning and mastery of introductory (lower division) college course material in particular subject areas.

**"Military Credits"** Military occupational specialties (MOSs) held, and examinations passed that are documented on the Joint Services Transcript (JST) or other relevant military documentation will be evaluated for equivalent college credit using the "ACE Guide to the Evaluation of Experiences in the Armed Forces."

**"Work experience"** refers to job duties accomplished and documented by supervisors at the student's place of employment; work experience must have been completed within the last three years in order to be considered. Northwest Tech does not accept credit awarded for work experience from other post-secondary institutions.

**Policy**
It is the policy of Northwest Tech to award a maximum of six (6) credit hours towards the completion of a Technical Certificate or a total of twelve (12) credit hours towards an Associate of Applied Science (AAS) degree when the student has provided appropriate documentation of the military experience, work experience, or exam scores.

Credit for Prior Learning will be awarded only for degree seeking students who have enrolled.

All credit for prior learning is recorded on the students' transcripts, denoted as CPL. This credit will not be calculated in to the cumulative grade point average.

The general education courses that may be fulfilled by CLEP exam scores of 50 of higher include:
- ENGL110, 3 credits
- GOVT105, 3 credits
- MATH115, 3 credits
- PSY176, 3 credits
- PSY177, 3 credits
- SOC105, 3 credits

No charges are assessed for evaluating or awarding prior learning credits.

**Procedure**
Prospective students who wish to initiate the Prior Learning Assessment process should contact the Registrar to determine what type of documentation will be necessary.

Official test scores or transcripts of prior learning credit should be forwarded to:
    Registrar's Office

1209 Harrison
PO Box 668
Goodland, KS 67735

Course credits may be applied to certificate, diploma, and/or degree programs as either a required course or as an elective course.

In programs that require an OSHA certification, students may earn credit for prior learning if they have already earned the OSHA certification.  Students must provide their OSHA cards or documentation verifying the certification to their instructors.  The instructors will forward the copies of this certification to the Registrar.

**Scores Required for College Credit on Exams**
- Northwest Tech will grant credit to students who earn a score of 50 or higher on CLEP examinations when a CLEP examination covers material that is deemed to be college level and is substantially similar to an existing NT course.
- Students must arrange for an official report of examination scores to be sent from the testing agency to Northwest Tech in order to receive credit.

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Policy Title: Credit Hour Student Workload
Responsible Division: Academic Advancement
Last Reviewed: July 2022

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**Background**
Institutions accredited by the Higher Learning Commission (HLC) are required to submit a Federal Compliance report which includes policies/procedures regarding the assignment of credit hours for all types of courses regardless of modality (i.e. online or face-to-face courses) per Federal Requirement 34 CFR §§602.16(a)(1)(viii), 600.2 and 668.8(k) and (l).

According to the Carnegie Foundation for the Advancement of Teaching, the credit hour is considered to be three clock hours.

According to the Kansas Board of Regents, the clock hour equivalency for the credit hour is defined in the following ways:

| Lecture | 750 minutes | 12.5 clock hours |
|---------|-------------|------------------|
| Lab/Shop | 1125 minutes | 18.75 clock hours |
| OWE/Clinical | 2700 minutes | 45 clock hours |

Federal Requirement CFR 34 §600.2 defines the credit hour as one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester

**Purpose**
The purpose of this policy is to define the expectations for students to complete coursework or homework associated with classes; to notify students of these expectations so they can plan their time accordingly.

**Scope**
The scope of this policy includes online classes as well as campus-based classes.

**Definitions**
"**In-class work**." In-class work is defined as teacher-led instruction (lecture).

"**Out-of-class work**."  Out-of-class work is defined as homework; or lab/shop work; or clinical/practicum/Occupational Work Experience (OWE).

"**Semester**." One semester of career/technical program classes consists of 16 weeks on the NWKTC campus.  For general education classes on the NWKTC campus, one semester consists of 15 weeks.  For Concurrent Enrollment Program classes on high school campuses, one semester consists of 18 weeks.

**Policy Statement**
Each course syllabus shall define the anticipated student workload in terms of in-class and out-of-class work. It is expected that for each hour of in-class teacher-led instruction, there will be two hours of out-of-class work.

For career and technical programs, students are in class more than 30 hours per week.  "In-class" teacher-led instruction may occur 2-3 hours per day, while "out-of-class" work may refer to work completed in shops or doing live work for the remaining 4-5 hours per day.

**Procedures**
The template for the NWKTC course syllabus shall include a statement that notifies students of the expectation for in-class and out-of-class work.

*For on-campus courses* the student work load for each credit hour shall consist of three clock hours (180 minutes) per week.  The work may occur in the classroom as teacher-led instruction (lecture); or in a shop/lab doing hands-on work; or out of class as homework or as clinical/practicum/OWE (Occupational Work Experience).

*For Concurrent Enrollment Program (CEP) courses in high schools*, the student work load for each credit hour shall consist of three clock hours (180 minutes) per week.  The work may occur in the classroom as teacher-led instruction (lecture); or in a shop/lab doing hands-on work; or out of class as homework.

**For online (distance education) courses,** student workload in terms of clock hours is defined by the instructional equivalencies chart (below).

- Activities that are considered in-class work (direct instruction) include: discussion forums; lectures either in text or video/audio format; quizzes; exams; student presentations.
- Activities that are considered out-of-class work (indirect instruction) shall include: reading assignments; research; writing assignments; studying for exams/quizzes; preparing for in-class presentations.

Instructional Equivalencies for Online Education:

| READ | |
|---|---|
| Textbooks, webpages, PDF documents typed as a textual document | 1 page = 3 minutes |
| Without voiceover recording (*caution*: PowerPoint presentations without voiceover can be disengaging and may lack instructional value if concepts are not explained adequately) | 3 slides = 1 minute |
| **WATCH** | |
| PowerPoint presentation with voiceover recording | Actual time of recording |
| Video | Actual time of recording |
| **DO** | |
| Discussion Forum | 30 minutes initial post 15 minutes per follow up |
| Reflection papers | 1 page = 60 minutes |
| Research papers | 1 page = 360 minutes |
| Videoconferencing | Actual time of meeting |
| Interviews (videoconferencing or in person) | Actual time of meeting plus 60 minutes of preparation time |
| Oral presentation or video production | 1 minute of in-class presentation = 30 minutes of out-of-class preparation |
| Quiz or exam (*objective* questions) | 1 question = 5 minutes |
| Quiz or exam (*subjective* questions) | 1 question = 10 minutes |

| Simulation | Estimate amount of time based on the complexity of the skill set |
|---|---|
| Online labwork | Estimate amount of time based on how many steps are required for the experiment |
| Clinical experience | Follow regulatory guidelines |
| | |

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|---|
| Policy Title: Crime Awareness and Campus Security (Clery Act) Responsible Division: Academic Advancement Last Reviewed: June 2022 |

**Background**
Institutions receiving federal aid (student financial aid or federal grants and other forms of aid) are required to disclose annual campus crime statistics so that students and their families are aware of any safety issues (per Title III of the Crime Awareness and Campus Security Act ("Clery Act").

**Purpose**
The purpose of this policy is to describe how campus crimes are reported and when/where the annual report of campus crime statistics is made available to the public.

**Policy Statement**
Consistent with the Crime Awareness and Campus Security Act ("Clery Act"), Northwest Tech shall collect and disclose data on designated crimes that are committed on campus and are reported to college authorities and/or local police agencies.

The statistical data shall be kept for the following on-campus criminal offenses: murder, forcible sex, non-forcible sex, robbery, aggravated assault, burglary, and motor vehicle theft. Statistics shall be kept for the number of arrests occurring on-campus for liquor law, drug abuse, and weapons possessions violations.

This data will be compiled on an annual basis from July 1 through June 30 as required by federal law. Information is available upon request.

The Northwest Tech president shall be immediately informed of any crime committed.

Northwest Tech administration will notify local law enforcement agencies concerning any crimes reported on-campus.

The Goodland Police Department is the primary source of law enforcement authority for the campus.

Students and employees will be informed of these crime awareness and campus security policies in the employee handbook and catalog. All students will be advised during student orientation of these policies and their responsibility for their own security and the security of others.

Policies regarding the possession, use and sale of illegal drugs and alcoholic beverages, the enforcement of federal and state drug laws and the drug and alcohol abuse education programs as required under Section 1213 of the Higher Education Act of 1965, as amended, and are covered under existing policies at Northwest Tech.

**Procedures**

**Crime/Criminal Activity**
Any student or employee of the college who observes criminal activity [on campus] should immediately contact college personnel or the Goodland Police Department.

Collegiate athletics, intramural sports, departmental field trips, and department club activities which take place off-campus are officially sponsored college activities. These activities are considered to be on-campus for purposes of this policy. Any crimes committed against participants, their property, or the facilities are considered as crimes committed on-campus.

- Do not attempt to apprehend or interfere with the criminal except in a case of self-protection.
- If safe to do so, take time to get a good description of the criminal. For example: if the criminal is entering a vehicle, note the license number, make, model, color, and any outstanding characteristics.
- Call 911
- Call the President's Office to advise them of the situation and remain where you are until a college administrator or police officer notifies you that you may go.
- In case of theft, property damage, or minor injuries, contact the President's Office to submit a report.

**Civil Disturbances Procedure**
- Notify the President's Office
- College personnel should attempt to isolate those causing the trouble.

- The college President is authorized to determine whether law enforcement authorities should be contacted.

**Compiling the Report**

The Vice President for Student Advancement shall contact local law enforcement agencies for data on any criminal offenses or arrests which occur on the Northwest Tech campus during the annual reporting period.

The Vice President for Student Advancement shall prepare the report and make the report available to the campus community and the public.

> Policy Title: Drug Free Awareness Policy
> Responsible Division: Student Advancement
> Last Reviewed: June 2022

**Drug Free Awareness Policy**
In accordance with the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, as added by Section 22 of the Drug Free Schools and Committees Amendments of 1989 (Public Law 102, 226, 103 St. 1928), Northwest Kansas Technical College, Goodland, Kansas, hereby publishes this policy for the purpose of maintaining a drug-free workplace for employees and students of said college.

The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance and alcohol by employees or students of Northwest Tech on college property or as a part of any college activity are prohibited. No employee or student shall report to college at the start of any instructional period or college activity under the influence of illicit drugs or alcoholic beverages. For example, this includes the first class in the morning, periods after meals or breaks, field trips, intramural sports, etc.

Controlled substances or illicit drugs are those specified in Schedules 1V Section 202 of the Controlled Substances Act (21 USC 812) as further defined in the implementing regulation in 21 DFR 1308.11: opiates and their derivatives; hallucinogenic; narcotics; coca and its derivatives; and depressants and stimulants not available over-the-counter or not prescribed by a physician.

Northwest Kansas Technical College adopts a plan of action to inform the student body and personnel of the effects of alcohol and drugs as follows:
- Annually, pamphlets will be distributed to all college personnel and students setting forth further, in writing, the ill effects to the human body resulting from the use of alcohol or drug substance

- A Student Assistance Program will be active in counseling with and assisting individuals who are experiencing or have experienced substance abuse. Identified individuals will be referred to appropriate treatment

Policy Title: Intellectual Property
Responsible Division: Academic Advancement
Last Reviewed: June 2022

**Background**
Throughout the academic enterprise, individuals may be creating innovative or scholarly works that enhance the knowledge base in a variety of professions. Individuals who create these works outside of their employment conditions are entitled to retain intellectual property rights for their creations. Northwest Kansas Technical College is committed to protecting the intellectual property rights of all college employees and students.

**Purpose**
The purpose of this policy is to differentiate intellectual property that is developed by, for, and within the academic enterprise (employees on-the-job) from intellectual property that is developed by, for and outside of the academic enterprise (employees off-the-job).

**Policy Statement**
It is the policy of Northwest Tech that intellectual property created on college time with the use of college facilities or financial support is defined as college property. Works related to an employee's job responsibilities, even if he or she is not specifically requested to create them, will belong to the college as works-for-hire.

Employees who create Intellectual works that meet the following guidelines will be owned by the employee and any revenue derived from such works shall belong to the creator:
- Unrelated to the employee's job responsibilities and made no more than incidental use of college resources
- artistic, literary, or architectural work deemed as a "scholarly work"

**Student Academic Creations**
The student, by enrolling in the college, gives the institution a nonexclusive royalty free license to make, modify, retain, reproduce, or display the work as may be required by the process of instruction and/or recruitment of prospective students.

Policy Title: Limited Warranty to Employers
Responsible Division: Academic Advancement
Last Reviewed: July 2022

**Background**
Northwest Kansas Technical College, Goodland, KS, was established in 1964 to assist individuals in acquiring basic job entry skills in specific occupational training programs. Throughout the decades, the college has earned the reputation of graduating students with skills, knowledge, and the ability to succeed in the world of work.

**Purpose**
The Area Board of Control, the administration, and the instructional staff of Northwest Kansas Technical College wish to provide a limited warranty to employers with respect to the skills and knowledge that each graduating student has acquired in completing any one of the present technical programs; the college warrants the graduated student's skills and knowledge up to one year after the date of the student's graduation from Northwest Kansas Technical College.

**Scope**
This limited warranty to employers strictly applies to retraining. The employer must hire the graduate within one year after the date the student successfully completes the requirements of a technical certificate or degree from one of the programs at Northwest Tech.

**Policy Statement**
The employer shall be given the opportunity to send an employed graduate back to Northwest Kansas Technical College to receive additional training in a specific unit of instruction, which the graduate is not able to perform at a job-entry level.

**Procedures**
If an employer determines that a graduate is not able to perform at entry level, she/he shall immediately notify the college's administration, the instructor, and the employed graduate.

The arrangement for retraining must be agreed upon by the employed graduate, the employer, and the college. These three parties will also agree upon the specific instructions to be given and the length of time to be allocated for that training.

The college is accountable for the evaluations, which are given to the student while completing the various units within the instructional program for which the student was originally trained. For example, if a student given an evaluation of "average" in a particular job performance skill area is later judged not to possess average job entry skills

and knowledge in that unit area, the college will accept the responsibility only for retraining of that graduate to average job entry skills and knowledge.

The college does not accept any responsibility for any inferior work that said student might do while on the job. It is the position of Northwest Tech that all students when first performing job entry-level work will be under the supervision of their employer.

There will be no charge for tuition or fees to either the graduate or the employer for retraining pursuant to this limited warranty.

Any costs incurred by the student (such as room, board, and personal expenses, etc.) will be the responsibility of the returning student.

> Policy Title: Maverick (Student) Conduct Code
> Responsible Division: Student Advancement
> Last Reviewed: June 2022

The purpose of the Maverick Student Code is to protect against the conduct of those who, by their actions, infringe on the rights of others or interfere with the operations of Northwest Tech. The code shall apply to conduct that occurs on Northwest Tech property; property controlled by Northwest Tech; at Northwest Tech sponsored events; and off campus conduct that adversely affects Northwest Tech and its objectives.

A "student" shall be defined as any person admitted, enrolled or registered for study at Northwest Kansas Technical College

Each student shall be responsible for his/her conduct from the time of enrollment until the degree or certificate is awarded.

The code shall apply to students even though the conduct may occur before or after classes, on or off campus, as well as during the academic year and during periods between terms of actual enrollment.

The Vice President of Student Advancement shall investigate each code violation on a case-by-case basis. Action taken by Northwest Tech will be the decision of Senior Administration.

Attempts to commit acts prohibited by the Code and/or knowingly or willfully encouraging or assisting others to commit any of these acts is prohibited and will be adjudicated in the same manner. In addition, any individual who becomes aware of a violation of the code is bound by that code to report said violation to the proper outlets.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in Board policies and Kansas statutes, KSA 728901, et seq.

Nothing in this policy is intended to diminish the ability of the administration or Area Board of Control of Northwest Tech to take other disciplinary action against the student in accordance with other policies governing student discipline.

A student who is expelled from college under the terms of this policy may apply for re-admission at the next available beginning date of that program or may apply for a new program.

If a student was expelled for substance abuse issues, re-admission may be accepted if the student can prove in writing they have completed a drug and alcohol education and rehabilitation program at an acceptable treatment center or facility, and has had a satisfactory meeting with the Vice President of Student Advancement.

A list of available drug and alcohol counseling and rehabilitation programs for students is available from the counselor at Northwest Tech. Residents of the Housing who violate drug free policies will be disciplined according to policies in the Housing Handbook.

**Adherence to the Maverick Student Code is either required or implied by each student's enrollment or registration at Northwest Tech.**

**Prohibited Conduct**
- Any act or actions, committed by a student within the authority and jurisdiction of the Code that is contrary to federal, state, local law, or college/regulation.
- Forgery, falsification, or fraudulent misuse of Northwest Tech's documents, records, or identification cards.
- Providing false information to Northwest Tech or to members of the Northwest Tech community acting in performance of their official duties.
- Theft of property or services on Northwest Tech's property, or Northwest Tech sponsored activities, or knowing possession of stolen property on said property or sponsored activities.
- Unauthorized use, destruction, or damage of Northwest Tech's property or the property of others on Northwest Tech's property, or at Northwest Tech sponsored events.
- Unauthorized or illegal use of Northwest Tech's facilities, telephone system, mail system, computers, or computer network, or any use of the above for any illegal act.

- Unauthorized entry, use, or occupancy of Northwest Tech's facilities.
- Failure to comply with the direction of Northwest Tech official acting in the performance of their duties and within the scope of their authority.
- Violation of published Northwest Tech's regulation, rules, or policies.
- Intentional obstruction or disruption of Northwest Tech sponsored activities, including but not limited to studying, teaching, research, athletic events, administration, disciplinary proceeding, or fire, police, or emergency services.
- Use, possession, or distribution of alcoholic beverages on Northwest Tech's property or at Northwest Tech sponsored events.
- Disorderly or indecent conduct on Northwest Tech owned or controlled property or at Northwest Tech sponsored events.
- Hazing, defined as an act which endangers the mental or physical health or safety of another, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- Malicious intimidation or harassment of another. When a student, with the intent to terrify, intimidate, threaten, or harass, causes bodily harm to another; causes reasonable apprehension of bodily injury to another; damages, destroys, or defaces any property of another or any public property; or makes repeated, persistent and/or severe communications, including telephone, digital, or electronic communications, that are unwelcome to the receiver.
- Illegal use, possession, or distribution of any controlled substance on Northwest Tech's property, or at Northwest Tech sponsored events. This includes paraphernalia used to introduce a controlled substance into the system.
- Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemical, or noxious substances on Northwest Tech's property or at Northwest Tech sponsored events.
- Conduct that recklessly or otherwise threatens or endangers the health or safety of another person
- Retaliation against a person for filing a complaint and/or acts of intimidation directed towards the person to drop a complaint, including involvement in third party retaliation or intimidation.
- Engaging in sexual misconduct, including any physical act, which is sexual in nature that is committed under pressure, force, threat, intimidation, or without the full and informed consent of all persons involved.

**Sanctions**

Each incident will be reviewed and adjudicated on a case-by-case basis. Northwest Kansas Technical College will cooperate fully with law enforcement and reserves the right to report any incident to local law enforcement, as they deem necessary.

Violations of the Maverick code may lead to one or more of the following sanctions:

- Community service. Community Service will be served on the day and time specified by Northwest Tech.
- Restitution
- Loss of extracurricular activity privileges
- Suspension. Hours lost because of suspension **will** count against the student's program hours requirements, and coursework missed will count against a students' grades. It is up to the instructor if work can be made up.
- Expulsion

**Right to appeal**

Please refer to the Appeals policy in this Catalog for appeal processes.

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Policy Title: Minimum Enrollment
Responsible Division: Academic Advancement
Last Reviewed: September 2023

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**Background**

Some programs of study are subject to evaluation by external accrediting agencies that establish student-instructor ratios as well as benchmarks for student achievement, graduation, certification/licensure, and placement. Failure to comply with these guidelines may result in probationary status or closure of the program of study. Thus, low enrollment may be a risk factor for programs such as EMT, CNA, etc.

For online courses, federal guidelines require substantive interaction between instructors and students whereby students to participate in discussion forums with at least two peers.

For these reasons, it may be necessary to cancel classes that do not have a designated minimum number of enrollments.

**Purpose**

The purpose of this policy is to establish the minimum number of enrollments necessary to avoid cancelling courses. The policy should also delineate exceptions to the minimum enrolment number.

**Scope**

The class cancellation policy applies to online general education courses, electives (i.e. P.E. courses), Community

Academy, and certification courses (EMT, C.N.A., C.M.A., CDL).

This policy does not apply to the Early College (see Early College policy).

This policy does not apply to courses offered in the programs of study leading to technical certificates or the associates degree.

**Policy Statement**
It is the policy of Northwest Tech to reserve the right to cancel designated classes (i.e. online general education courses, electives, Community Academy, and certification courses) within one week of the start date if the number of enrollments has not met the established threshold.

In general, any non-program course with an enrollment of less than six students will be cancelled, unless the administration deems there is a valid reason for an exception.

Exceptions to this policy.
In cases where the student is eligible for graduation in the spring semester, but needs to complete an online general education class during the summer term in order to graduate, the college will waive this minimum enrollment policy.

**Procedure**
Registration deadlines are designated for the various classes that are subject to this policy:
- Registration for certification courses (EMT, C.N.A., C.M.A., CDL) closes two months prior to the class start date.
- Registration for Community Academy courses closes two weeks prior to the class start date.
- Registration for online general education courses closes two weeks prior to the class start date.

Upon closing registration, the Registrar shall check enrollments and the degree audits of enrolled students to see if the course is required for graduation.

The registrar will notify the Vice President for Academic Advancement of the enrollment status, and to request a decision on whether the class should be cancelled.

If the class is to be cancelled, the Registrar shall notify the students and offer to place them on a waitlist.

The Registrar shall notify the Business office of students whose class has been cancelled to rectify the student's account balance.

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| Policy Title: Service Animals |
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| Responsible Division: Student Advancement |
| Last Reviewed: September 2023 |

**Background**
The Americans with Disabilities Act (ADA) provides guidelines pertaining to service animals assisting individuals with disabilities (see **https://www.ada.gov/resources/service-animals-2010-requirements/)**

**Purpose**
The purpose of this policy is to set forth the guidelines and requirements with respect to the admittance and use and service animals on its campus or in other college programs.

**Scope**
This policy applies to any service animal whose user or handler is participating in the college's programs or activities, or who is on the college campus including campus housing. This policy includes students, employees, and third parties. This policy applies to all service animals, including working service animals, service animals in training, and service puppies.

**Definitions**
"Service animals" are defined as dogs that are individually trained to do work or perform tasks for people with disabilities, including physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or task the animal has been trained to provide must be directly related to the person's disability. Examples of work or tasks include, but are not limited to: assisting individuals who are blind or who have low vision with navigation and other tasks
- o Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
- o Providing non-violent protection or rescue work
- o Pulling a wheelchair
- o Assisting an individual during a seizure
- o Alerting individuals to the presence of allergens
- o Retrieving items such a medicine or the telephone
- o Providing physical support and assistance with balance and stability to individuals with mobility disabilities
- o And helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well=being, comfort or companionship do not constitute work or tasks for the purpose of this definition. *Definition is provided by Title III*

*of the Americans with Disabilities Act of 1990 (ADA)*, as amended. Pub. L. 101 - 336, 104 Stat. 327, 42 U.S.C. 12101 - 12213 and 47 U.S.C. 225 and 611) ((42 U.S.C. 12181)

**"Emotional Support Animals" (ESA)** Under FHA housing entities must admit any type of "assistance animal". Training is not required for an assistance animal. Northwest Kansas Technical College requires medical documentation that a student has a qualified disability under the fair housing act. In addition, medical professional should indicate the benefit that the assistance animal provides. This documentation cannot be requested when the disability and need for the assistance is readily apparent. Due to safety considerations and potential disruption to the learning environment ESA's will not be allowed in the classroom or shop setting without written prior approval from administration. ESA's are not specially trained and do not have the same rights as service animals and may not be allowed to accompany an individual wherever they go.

**"Restricted Areas"** The College may restrict the use of service animals in certain locations. Service animals may be restricted when their presence would fundamentally alter the nature of the service, program or activity; or where the animal poses a direct threat to the health or safety of others. The safety of locations will be considered on an individual basis by the Vice President for Student Advancement, or the Executive Vice President, and the program instructor. If a location is determined to be unsafe, reasonable accommodations will be provided to ensure the individual equal access to the activity.

**"Relief Areas".** Relief areas are typically unmowed and unmaintained areas on campus. Students with service animals residing on campus are encouraged to meet with college grounds personnel to designate, on an individual basis, appropriate relief areas.

"**Control**". A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, at all times outside of the handler's private quarters or work area. Note exceptions to this guideline are instances where the handler's disability interferes with the use of a harness, leash, or other tether; or the use of a harness, leash, or other tether would interfere with the service animal´s safe, effective performance of work or tasks. When a leash or tether is not in use, the service animal must be otherwise under the handler´s control (e.g., voice control, signals, or other effective means).

**Policy**
It is the policy of Northwest Kansas Technical College that service animals assisting individuals with disabilities are generally permitted in all college facilities, programs, and activities except as described below or otherwise governed by applicable law.

The user/handler is responsible for cleaning up after its animal's waste, and should always carry sufficient and appropriate equipment to clean up after the animal. Waste must be properly disposed. The service animal must be house broken.

If a service animal is determined to be out of control (e.g, displaying vicious behavior towards people; excessive barking, running around, nipping); or is not housebroken; the user/handler may be subject to action within the College's disciplinary process. The infraction will be reviewed on an individual basis through the Vice President for Student Advancement (in the case of students) and by the Executive Vice President (in the case of employees).

The Vice President for Student Advancement will review infractions by handlers who are visitors.

**User/Handler Responsibilities**
While access rights are legally afforded to users of service animals, that access is accompanied by the responsibility of ensuring that animals act and respond appropriately at all times while in public and that users/handlers adhere to the same socially accepted standards of behavior as other members of the college community. Users/handlers are responsible for ensuring the safety of their service animals, and for the Financial Responsibility, Licensing, and Health/Vaccinations for the service animal.

Financial Responsibility:
A person who has a service animal on campus (including college housing) is financially responsible for property damage caused by his or her service animal including but not limited to cost of repairs, replacement or cleaning of facilities or furnishings, and any bodily injury or personal injury caused to other persons by the service animal.

Licensing:
If the animal is residing on campus it must meet the city of Goodland licensing requirements and wear tags designating this license. If the animal accompanies a commuter student, employee or other campus visitor and resides in another locale, the animal must meet the licensing requirements of the user/handler's resident town and wear tags indicating this licensing.

Health/Vaccinations:
- All dogs must wear a rabies vaccination tag as required by applicable Kansas or local law.
- All service animals living in college housing or coming onto campus on a regular basis (e.g., excluding occasional visitors or guests) must be

vaccinated against diseases common to that type of animal in accordance with state and local laws, rules and regulations. All vaccinations must be current.

- Animals to be housed in college housing must have an annual clean bill of health from a licensed veterinarian

## Service Animals in Training/Service Puppies

User/Handler will provide college with evidence that puppy is a bona fide service dog candidate supplied by an authorized service dog organization, and is one that the service dog organization expects will return for specialized training when the puppy is old enough (i.e. proof that Puppy is not a program dropout and will, in fact, be given up after the raising period is over).

## A Special Note on Service Puppies and Service Dogs in Training

Service puppies and service dogs in training may not remain alone in student's residence more than four (4) hours at a time, and such limitation shall not be affected by Student's academic, employment or social schedules.

## Procedures

## Students

We encourage, but do not require, students to make themselves known to the College should they desire to have a service animal accompany them in academic classes, activities, or services on campus.

If a student plans to have their service animal live with them in residence, we ask that you provide notice to the College. Notice to the College is used solely to ensure the appropriate housing placement is made. Students should provide notice to the Vice President for Student Advancement

## Employees

Employee questions on service animals or requests to have a service animal at work, shall be through Human Resources. Employees can call the office at (785) 890-1502.

## Visitors

Service animals accompanying individuals with disabilities are welcome in all areas of campus that are open to the public (except in situations determined to apply under section 10, below). Specific questions related to the use of service animals on the campus by visitors can be directed to the Vice President for Student Advancement. All campus visitors (those attending conferences, workshops, lectures, etc.) must adhere to the guidelines outlined in this policy.

## Public Etiquette by Students/Staff/Faculty/Administrators on Campus

Service animals are working animals and are not pets. Accordingly, the College asks that members of the Northwest Tech community and visitors adhere to the following best practices when interacting with service animals.

Individuals should not:

- Assume that the animal is a pet.
- Pet/touch a service animal. Petting distracts them from their responsibilities.
- Restrict the individual and the service animal full participation in programs and activities of the College. This includes off campus activities and activities involving transportation.
- Assume the handler may have visible disability. Do not make assumptions about the necessity of the service animal.
- Ask the handler about their specific medical condition.
- Prioritize the needs of another individual over the needs of an individual with a service animal. For example, we cannot restrict the access of a service animal fearing another member of the community may have an allergy.
- Feed a service animal.
- Deliberately startle, tease or taunt a service animal.
- Separate or attempt to separate an animal his/her handler. Service animals are trained to be protective of the handler.
- Hesitate to ask the handler if he/she would like assistance if the team seems confused about a direction in which to turn, an accessible entrance, the location of an elevator, etc.

## Emergency Situations

In the event of an emergency on campus, responders are expected to recognize service animals and their role in communicating their handler's need for assistance. The handler and/or animal may be confused or disoriented in a stressful situation due to smoke, sirens, wind noise or by shaking and moving ground. The response personnel should be aware that animals may be protective in their confusion and should not be considered harmful. The responders should make every effort to keep the animal with its handler. The handler should make every effort to control the animal during an emergency situation and be prepared to muzzle or restrain the animal as needed.

## Conflicting Disabilities

Allergic reactions to animals are common. Persons who have asthma, allergies, or other medical conditions effected by the presence of animals are asked to contact the Vice President for Student Advancement. The person impacted by the presence of the animal must provide verifiable

medical documentation to support their claim. The needs of both persons will be considered in resolving the issue.

If an allergy/animal conflict within campus housing cannot be resolved agreeably, then the Vice President for Student Advancement will collaborate between parties to determine a solution. Please note that if a person using a service animal was assigned to a residence hall before the person with the medical reaction, the person utilizing the service animal will not be removed to accommodate the second person (*Disability Compliance for Higher Education, July 1996.* Vol. 1, No. 12, p 4 and 5).

**Policy Exceptions**
Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should make their request to the Vice President for Student Advancement and the Executive Vice President for students and employees respectively.

**Complaints, Appeals and Grievances**
Any claims of discrimination on the basis of a disability or failure to provide reasonable accommodations regarding the use of a service animal on campus may be brought by any person (student, faculty, staff, visitor) pursuant to the Complaint/Conflict Resolution Policy.

Policy Title: Sexual Assault Policy
Responsible Division: Student Advancement
Last Reviewed: June 2022

**Sexual Assault Policy**
**Compliance with Clery Act July 2015**
Northwest Kansas Technical College is required to publish and distribute its policy regarding the college's sexual assault programs, which are aimed at prevention of sexual offenses. The policy outlines the procedures employed once a sex offense has occurred. In compliance with the Campus Sex Crimes Prevention Act, Northwest Kansas Technical College ensures that information is readily accessible to the campus community about registered sex offenders.

**Sexual Assault Policy**
**Purpose**
Northwest Kansas Technical College recognizes that sexual assault, including rape, is one of the most prevalent crimes committed on college campuses. The policy stated herein is adopted by Northwest Kansas Technical College as a part of its continuing commitment to create a safe campus environment and to attempt to ensure the well-being of all students and employees.

**Population**

Students and Employees of Northwest Kansas Technical College

**Guidelines/Actions**
Sexual assault victims are urged to report incidents immediately to any of the following college or community resources:
Goodland Police Dept. 911,
Sherman County Sheriff 785-890-4575
Vice President of Student Advancement (785) 890-1584

Upon a victim's report of sexual assault to college personnel, those personnel involved will encourage the victim to immediately report the incident to the Goodland Police Department and to seek medical treatment. The personnel shall also advise the victim of available on-campus counseling services or appropriate counseling services in the community.

Upon a victim's report of sexual assault to college personnel, a written, confidential report of the incident shall be made and filed. The victim will be furnished with the information contained in this policy and signed acknowledgment of the furnishing of this information shall be obtained from the victim and made a part of the confidential report.

It should be noted that campus security personnel DO NOT have arrest privileges. All criminal complaints should be made to the Goodland Police Dept. or Sherman County Sheriff's Office.

**What To Do If You Are Sexually Assaulted**
Remember your goal is survival. Go with your instincts. Only you, after considering your options, can decide your course of action. Do not blame yourself following the attack for anything you did or did not do.

**IMMEDIATELY:**
Seek help
You are the victim and that you are not responsible for what happened.
Try to remember details of the assault.
Write down anything that you can remember about your assailant.

1. You have the right to decline formally reporting the assault to authorities,
   but continue to have access to other support and counseling services.
2. Seek medical assistance at a hospital emergency room
3. Do not shower or change your clothes until a medical professional has

examined you. This prevents valuable evidence from being destroyed.

4. Protect your health, as there is always a threat of sexually transmitted
disease, pregnancy and other physical injuries.
5. Take advantage of services available from the Student/Academic Affairs Office and Student Health
6. The College will make every effort to protect your confidentiality.

Report what happened.
1. Call 911 off campus
2. Prompt reporting will assist in helping the police gather evidence and in catching

**ADDITIONAL INFORMATION:**
The College can assist you with making changes to your campus housing arrangements, your class schedule, or campus employment even if you choose not to formally report the incident to the authorities.

**WHO TO CALL:**
Vice President of Student Advancement 785-890-1584
Family Crisis Center 800-794-4624

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Policy Title: Sexual Harassment Policy
Responsible Division: Student Advancement
Last Reviewed: June 2022

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**Overview and Purpose**
For the purpose of the Sexual Misconduct Policy and these Procedures, the term Sexual Misconduct specifically includes rape, domestic violence, dating violence, sexual assault and stalking, as those terms are defined in the Sexual Misconduct Policy and by state and federal law.

**Examples of Conduct Which May Constitute Sexual Misconduct**
It is not possible to list all circumstances that might constitute Sexual Misconduct. In general, Sexual Misconduct encompasses any sexually related conduct which causes others discomfort, embarrassment or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's sex.

Such conduct is subject to Northwest Tech Policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.

A determination of whether conduct constitutes Sexual Misconduct is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct. The following examples of conduct may constitute Sexual Misconduct:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- Commenting on an individual's body, commenting about an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

In order to constitute Sexual Misconduct, conduct must be unwelcome or non-consensual. Conduct is unwelcome when the other person does not solicit or invite it and regards it as undesirable or offensive. Consent requires a willingness or agreement to engage in the conduct, with full knowledge of the facts and circumstances and the necessary mental capacity. The fact that a person may accept the conduct does not mean that he/she welcomes or consents to it.

**Definitions**

**Discrimination**: In this Policy, discrimination is treating an individual adversely in
employment, housing, or academic decisions based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status without a legitimate, nondiscriminatory reason for the treatment, or maintaining seemingly neutral policies, practices, or requirements that have a disparate impact on employment, on-campus housing, or academic opportunities of members of protected groups without a valid business or academic reason.

**Harassment:** In this Policy, the term "harassment" can have two different definitions, depending on where the alleged conduct takes place and its context. Harassment meeting either of these definitions is considered discrimination.

In the work, on-campus housing, or other non-academic environments, "harassment" is:

Conduct toward a person or persons based on race, color, ethnic or national origin, sex, sexual orientation, gender

identity, religion, age, ancestry, disability, genetic information, military status, or veteran status that:

**A.** Has the purpose or effect of:
1. creating an intimidating, hostile, or offensive work environment or on- campus housing environment for the person(s); or
2. unreasonably interfering with the work, or on-campus housing, of the person(s); and
**B.** Is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of a person's employment, use of on-campus housing, academic opportunities or participation in college-sponsored activities.

In the academic environment, "harassment" is:

Conduct toward a person or persons based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status that:
1. Has the purpose and effect of:
   (a) creating an intimidating, hostile, or offensive educational environment for the person(s); or
   (b) unreasonably interfering with the academic performance or participation in any college-sponsored activity of the person; or
   (c) threatening the academic opportunities of the person; and
2. Is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of the person's academic opportunities or participation in college-sponsored activities.

Whether conduct is sufficient to constitute "harassment" is evaluated under the totality of the circumstances, including the frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely an offensive utterance. These factors are evaluated from both subjective and objective viewpoints, considering not only effect that conduct actually had on the person, but also the impact it would likely have had on a reasonable person in the same situation. The conduct must subjectively and objectively meet the definition to be "harassment" under this Policy. Repeated incidents, even where each would not, on its own, constitute harassment, may collectively constitute harassment under these definitions.
Depending on the circumstances, some occurrences may require evaluation under both definitions.

**Sexual Harassment**: In this Policy, the term "sexual harassment" is a type of harassment that involves unwelcome sexual advances, requests for sexual favors, disparagement of members of one sex, or other conduct of a sexual nature when:

1a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, on-campus housing, or participation in a college- sponsored activity or program; or
1b. Submission to or rejection of such conduct is used as the basis for or as a factor in decisions affecting that individual's employment, education, on-campus housing, or participation in a college- sponsored activity or program; or
1c. Such conduct meets either "harassment" definition in B., above;
2a. The conduct is sufficiently severe or pervasive that it alters the terms conditions, or privileges of the person's employment, use of on-campus housing, academic opportunities, or participation in university-sponsored activities or programs.

Sexual harassment may occur between persons of the same or opposite sex, and either as
single or repeated incidents. Whether conduct is sufficient to constitute "sexual harassment" is evaluated under the totality of the circumstances, including the frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely an offensive utterance. These factors are evaluated from both subjective and objective viewpoints, considering not only effect that conduct actually had on the person, but also the impact it would likely have had on a reasonable person in the same situation. The conduct must subjectively and objectively meet this definition to be "sexual harassment" under this Policy.

Sexual harassment meeting this definition is considered discrimination.

**Sexual Violence**: In this Policy, the term "sexual violence" refers to a physical act perpetrated against a person's will, or where a person is so incapacitated that he or she is incapable of giving consent due to the use of drugs or alcohol, or where a person is incapable of giving consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including but not limited to, rape, sexual assault, sexual battery, domestic violence, and dating violence. Use of alcohol or other drugs by a perpetrator or victim does not excuse acts of sexual violence.

Criminal offenses and statutory references include, but are not limited to:
Rape – K.S.A. 21-5503
Sexual Battery – K.S.A. 21-5505
Domestic Battery – K.S.A. 21-5414
Sexual Exploitation of a Child – K.S.A. 21-5510
Unlawful Voluntary Sexual Relations – K.S.A. 21-5507
Indecent Liberties with a Child – K.S.A. 21-5506
Lewd and Lascivious Behavior – K.S.A. 21-5513

Criminal Sodomy – K.S.A. 21-5504
Incest – K.S.A. 21-5604

Other definitions include:
Domestic Violence – K.S.A. 21-5111(i)

Dating Violence – A type of domestic violence where the perpetrator is or has been involved in a social relationship of a romantic nature with the victim. K.S.A. 21- 5111(i)(1)
Sexual Intercourse – K.S.A. 21-5501

Consent – The determination regarding the presence or absence of consent shall be based upon the totality of circumstances in a particular case, including the context in which the alleged incident(s) occurred. If an individual can comprehend the sexual nature of the proposed act, can understand he or she has the right to refuse to participate, and possesses a rudimentary grasp of the possible results arising from participation in the act, he or she has the capacity to consent. A person may be incapable of giving consent because of mental deficiency or disease, or because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by the offender or was reasonably apparent to the offender. Consent will not necessarily be inferred from silence or passivity alone.

Sexual violence is considered sexual harassment, and is therefore considered to be discrimination.

**Stalking**: In this Policy, stalking is any conduct that meets the elements of K.S.A. 21-5427(a)(1) and/or K.S.A. 60-31a02.

**Retaliation**: In this Policy, retaliation is any attempted or completed adverse action taken without a legitimate reason against an individual because he or she has filed a complaint under this Policy, opposed a policy or practice the individual believed was discrimination under this Policy, engaged in other protected activity such as making a request for a reasonable accommodation, or participated in the investigation or resolution of a complaint under this Policy.

**JURISDICTION; TIMING; RETALIATION AND RELATED MISCONDUCT; CRIMINAL PROCEEDINGS**

**Jurisdiction**

**Personal Jurisdiction.** Any person may file a Sexual Misconduct complaint against a "College student" under these Complaint Procedures. A "College student" means any student who is registered or enrolled at the College at the time of the alleged Sexual Misconduct (including Sexual Misconduct that is alleged to have occurred during any

academic recess, provided that there is an expectation of such student's continued enrollment at the College). With respect to a complaint against a student that does not meet the criteria of a College Student, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the College community to warrant processing the complaint.

**Geographic Jurisdiction.** These Complaint Procedures apply to any allegation of Sexual Misconduct against a College student. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus or off- campus. Education program or activity includes locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by Northwest Tech.

**Timing of Complaints and Availability of Procedures**
If there is Personal Jurisdiction over the respondent, there is no time limit to invoking these Complaint Procedures. Nevertheless, students are encouraged to report alleged Sexual Misconduct immediately in order to maximize the College's ability to obtain evidence, and conduct a thorough, impartial and reliable investigation. Failure to promptly report alleged Sexual Misconduct may result in the loss of relevant evidence and witness testimony, and may impair the College's ability to enforce these Complaint Procedures.

Where the respondent is a degree candidate, it is the responsibility of the complainant to consult with the Vice President of Student Advancement concerning the respondent's intended date of graduation and to file a complaint in a timely manner where Personal Jurisdiction over the respondent would otherwise be lost. The conferral of a degree may be deferred until proper resolution of any Sexual Misconduct charges.

**Retaliation**
It is a violation of college policy to retaliate against any person making a complaint of Sexual Misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of Sexual Misconduct. For these purposes, "retaliation" includes intimidation, threats, harassment and other adverse action threatened or taken against any such complainant or third party. Retaliation should be reported promptly to the Vice President and may result in disciplinary action independent of the sanction or interim measures imposed in response to the Sexual Misconduct allegations.

**Other Related Misconduct**

In accordance with the Maverick Code of Conduct, disciplinary action may be imposed for Sexual Misconduct *and* any violations of the Maverick Code of Conduct directly related to the alleged Sexual Misconduct. Such related misconduct may include, without limitation, violations of the rules of privacy as articulated herein, violations of the Title IX Coordinator's directive(s) discussed in Section III.D, below, and for violations of other Code of Conduct provisions that occurred in the course of the alleged Sexual Misconduct. It is not the practice of the College to pursue disciplinary action against a complainant or witness for his/her improper use of alcohol or drugs (e.g., underage drinking) which is revealed as a result of the Sexual Misconduct complaint, provided that such student is acting in good faith as a complainant or witness to the events of the alleged Sexual Misconduct.

College students who participate in the investigation process, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the College's policies and procedures.

**Effect of Criminal Proceedings**

Because Sexual Misconduct may constitute both a violation of college policy and criminal activity, the College encourages students to report alleged Sexual Misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of college policy, criminal investigations or reports are not determinative of whether Sexual Misconduct, for purposes of these Complaint Procedures, has occurred. Conduct may constitute Sexual Misconduct under the College's Policy and these Complaint Procedures even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

The filing of a complaint of Sexual Misconduct under these Complaint Procedures is independent of any criminal investigation or proceeding, and (except that the College's Investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own Investigation and take interim measures to protect the complainant and the College community, if necessary, as described in Section III.D, below. Nothing in these Procedures is intended to limit the authority of Northwest Tech to take appropriate disciplinary action against any individual who violates College rules or policies, whether or not the conduct constitutes Sexual Misconduct under the law.

**THE PROCESS: INITIAL STEPS**

**Intake Meeting with Complainant**

Upon receipt of notice of any allegation of Sexual Misconduct, a Title IX Coordinator will first schedule an individual intake meeting with the complainant in order to: provide to the complainant a general understanding of College Policy and these Complaint Procedures; to identify forms of support or immediate interventions available to the complainant; and to address at a high level how the allegation of Sexual Misconduct could potentially be addressed at both the College level and as a criminal matter with local law enforcement. Detailed information about sources of support and immediate interventions available to the complainant within the College.

The intake meeting may also involve a discussion of any interim measures that may be appropriate concerning the complainant's academic and/or College employment arrangements.

**Formal or Informal Resolution**

At the initial intake meeting with the complainant, the Title IX Coordinator will: i) determine whether there is reasonable cause to believe that policy has been violated and if so, ii) determine how the complainant wishes to proceed (Formal Resolution, Informal Resolution or no resolution process of any kind). If the complainant wishes to proceed with either Formal or Informal Resolution, the Title IX Coordinator will determine the name of the respondent, and the date, location and nature of the alleged Sexual Misconduct, and will schedule an individual intake meeting with the respondent in order to: provide the respondent a general understanding of College Policy and these Complaint Procedures; to identify forms of support or immediate interventions available to the respondent; and to address at a high level how the allegation of Sexual Misconduct could potentially be addressed at both the College level and as a criminal matter with local law enforcement. Additional information about sources of support and immediate interventions available to the respondent within the College.

If the complainant wishes to proceed with Formal Resolution, the Title IX Coordinator will promptly prepare and forward a formal complaint to the Investigators for investigation, in accordance with Section IV, below. The formal complaint will set forth the name of the respondent, and the date, location and nature of the alleged Sexual Misconduct.

If the complainant wishes to proceed with Informal Resolution, the Title IX Coordinator will promptly initiate Informal Resolution proceedings, in accordance with Section V, below.

**Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality**

If complainant does not wish to pursue Formal or Informal Resolution and/or requests that his/her complaint remain confidential, **Title IX nevertheless requires the College to investigate and take reasonable action in response to the complainant's information**. The Title IX Coordinator will inform the complainant, however, that the College's ability to respond may be limited. The Title IX Coordinator may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the complainant's request(s) against the following factors: the seriousness of the alleged Sexual Misconduct; whether there have been other complaints of Sexual Misconduct against the same respondent; and the respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA. The Title IX Coordinator will inform the complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the respondent because the complainant insists on confidentiality or that the complaint not be resolved, the Title IX Coordinator reserves the authority to undertake an appropriate inquiry, issue a "no- contact" order and take other reasonably necessary measures, including interim measures described in Section III.D.

**Interim Measures**

In *all* complaints of alleged Sexual Misconduct, *regardless of whether the complainant wishes to pursue Formal Resolution, Informal Resolution or no resolution of any kind*, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the circumstances to support and protect the complainant, including taking appropriate interim measures before the final outcome of complaint. Accordingly, at or after the intake meeting, the Title IX Coordinator may impose a "no contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation. The Title IX Coordinator also may take any further interim measures that he/she deems appropriate concerning the interaction of the parties pending the outcome of the Investigation, including, without limitation, directing appropriate College officials to alter the students' academic and/or College employment arrangements. When taking steps to separate the complainant and the respondent, the Title IX Coordinator will seek to minimize unnecessary or unreasonable burdens on either party. Violation(s) of the interim measures will constitute related offenses that may lead to additional disciplinary action.

**FORMAL RESOLUTION**

A complainant may elect Formal Resolution, which involves: i) a fact finding inquiry by trained individuals designated by the Title IX Coordinator to conduct investigations of alleged Sexual Misconduct ("Investigators"), which includes summarizing information learned from those involved, collecting related documents and submitting summary findings to the Title IX Coordinator that are likely to be helpful in determining whether behavior is in violation of Northwest Tech's Sexual Misconduct Policy (the "Investigation"), and ii) a review/determination by the Title IX Coordinator.

**Investigation** When the complainant elects Formal Resolution, the Title IX Coordinator will prepare and assign the complaint to two Investigators to conduct an Investigation, designating one of the Investigators as the Lead Investigator. The Investigators are neutral fact-finders, who, during the course of the Investigation, typically conduct interviews with the complainant, the respondent and third party witnesses (including expert witnesses, where applicable); visit and take photographs at relevant sites; and, where applicable, coordinate with law enforcement agencies to collect and preserve relevant documentation and other evidence. The Investigators shall summarize the factual findings in a report to the Title IX Coordinator, typically within sixty (60) days from receipt of the complaint, unless additional time is needed in which case the parties will be notified of the extension.

**Interim Student Record Holds** During the Investigation process, the Title IX Coordinator may, where the alleged Sexual Misconduct is sufficiently serious in his/her reasonable discretion, cause a disciplinary hold to be placed on the respondent's academic record pending final resolution of the complaint. A respondent whose transcripts are subject to a hold may appeal that decision to the Vice President of Academics, whose decision will be final.

**Converting from Formal to Informal Resolution** At any time during the Formal Resolution process, the complainant may request to engage in Informal Resolution, by making such request to the Title IX Coordinator prior to the final determination. The Title IX Coordinator has the discretion to determine if converting to Informal Resolution is appropriate. Similarly, at any time prior to the final determination, the respondent may elect to acknowledge his/her actions and take responsibility for the alleged Sexual Misconduct. In such cases, the Title IX Coordinator will propose a resolution to the complaint and a sanction. If both the complainant and the respondent agree in writing to such proposed sanction, the complaint is resolved without final review and determination by the Title IX Coordinator and without any further rights of appeal by either party. If either the complainant or the respondent

objects to such proposed sanction, a review by the Title IX Coordinator and a final determination will be issued for the exclusive purpose of determining a sanction, which final determination is subject to appeal pursuant to Section IV.D.9.

**Investigation Procedures**

**Submissions.** The parties will provide the Lead Investigator with a list of witnesses they propose to be interviewed, list of relevant documents to be obtained and a description of any other information they believe to be relevant to the Investigation on or before a date set by the Lead Investigator. Evidence of the complainant's past sexual history will not be considered unless it is relevant to the complaint. In the absence of good cause, as determined by the Lead Investigator in his/her sole discretion, the parties may not introduce witnesses, documents or other information after the deadline set by the Lead Investigator. Witnesses contacted by the Investigators but who are unwilling to participate in an interview may instead submit a written statement to the Lead Investigator, prior to the date set for submission of the Investigative Report to the Title IX Coordinator.

**Pre-Investigation Meeting and Determination of Complaint and Witnesses.** The Lead Investigator will schedule a pre-Investigation meeting with each party prior to the first witness interviews. At the meeting, the Lead Investigator will review Investigation procedures with the parties. The respondent must be notified in writing of the official investigation. The letter shall include the policy alleged to be violated, date and time of occurrence as well as witnesses. It will also include a notice of presumed innocence, the entitlement to an advisor of their choice, availability of evidence collected for inspection upon request, information regarding false statements made during the grievance process.

**Investigation.** During the ongoing Investigation, and prior to the Investigative Report, each party may submit a written statement to the Investigators, with any documentation deemed relevant. If prior to the issuance of the Investigative Report, the Investigators determine that unresolved issues exist that would be clarified by the submission of additional information, the Lead Investigator may request such additional information be submitted. The respondent has the option not to provide a written statement; however, the exercise of that option will not preclude the Investigation from proceeding and a final determination of the complaint being made by the Title IX Coordinator. The college shall provide in writing a notice of all interviews/hearings or meetings related to the case to both parties involved.

**Third Parties.** Third parties may assist each party in the Investigation process, including preparing and submitting statements on behalf of a party, but may not participate verbally in any interview or meeting, unless they are witnesses in the Investigation.

**College's Counsel.** College personnel involved in the Investigation may seek advice from the College's Office of the General Counsel throughout the Formal Investigation process on questions of law and procedure; however, factual determinations are the domain of the Investigators, Vice President, Title IX Coordinator(s) and Vice President(s). The college should be consulted prior to contact so as to arrange a phone call/meeting.

**Standard of Proof/Live Hearing.** The College evaluates evidence of alleged Sexual Misconduct under a "preponderance of the evidence" standard. A preponderance of the evidence means that the information shows that it is "more likely than not" that the respondent violated the College's Policy. In the context of a review of the Investigators' Investigative Report and determination by the Title IX Coordinator.

A live hearing will be held and a representative from each party will be allowed to cross examine all witnesses. Both parties should have a support person of their choice. If one party doesn't have a support person one should be assigned at the discretion of the college. Witnesses that do not show up to testify will have their written or recorded statements removed from evidentiary consideration. Once all witnesses have testified the hearing judge/s will prepare a written response of findings and be delivered to both parties within 10 days of the live hearing. If either of the party requests it, the hearing may be conducted by video conference as long as its live and both parties are in the same geographic location and parties are available for live cross examination. The college shall prepare a recorded record of all hearings.

Once the investigation has completed the investigator will submit report to both parties and to the deciding staff member and a hearing date set. Prior to completion of the investigative report, the recipient must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

**Sanction.** Any student found responsible for Sexual Misconduct is subject to discipline in accordance with the Student Disciplinary Action Policy, including, but not limited to a verbal or written warning, "no contact" order, alteration of the parties' academic or employment arrangements at Northwest Tech, probation, suspension

and/or expulsion. In determining an appropriate disciplinary action, any record of past violations of the Code of Conduct, as well as the nature and severity of such past violation(s) may be taken into consideration. The purpose of the discipline will be to: a) bring an end to the violation in question, b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the College community. The disciplinary decision will be made by the Vice President (and/or the Title IX Coordinator if different from the Vice President) and any discipline imposed will be explained or supported in the Final Outcome Letter. When the Title IX Coordinator overseeing the investigation is not the Vice President, the Title IX Coordinator may consult with the Vice President regarding appropriate discipline.

**Decision.** The decision of the Title IX Coordinator, and any discipline imposed, if applicable, will be provided to both parties via the Final Outcome Letter described in Section IV.D.11, below, within ten (10) calendar days following the conclusion of this Investigation (or such longer time as the Title IX Coordinator may for good cause determine).

**Appeals.** Either party may petition to appeal the Title IX Coordinator's final determination only on procedural concerns, where it is believed that the final determination was reached without following these Procedures. In such instances, the appealing party must submit an appeal to the Office of the Vice President of Academic Advancement in writing within ten (10) business days of the date the Title IX Coordinator delivers the Final Outcome Letter to the parties. The notice of appeal must describe in detail the procedure that was not followed. Upon receipt of a valid appeal request, the Vice President of Academic Advancement will accept such appeal request, will put the non- appealing party on notice allowing the non-appealing party to submit a response directly related to the appeal notice and will review the notice of appeal and any additional documentation with respect to the procedural appeal prior to determining whether a procedure was appropriately followed. If the Vice President of Academic Advancement determines that a procedure was not appropriately followed, then the Vice President will put the parties on notice of such determination, will allow for the questioned procedure to be carried out appropriately (which may include allowing for additional witness statements and/or documentation in certain circumstances) and will then review the entire set of documents created and collected in the Investigation and the Final Outcome Letter before making a determination regarding the original complaint of Sexual Misconduct. The Vice President of Academic Advancement will make an initial ruling with respect to the questioned procedure within ten (10) business days of the date the appeal is submitted. The Vice President will make a final ruling/determination with

respect to the original complaint of Sexual Misconduct within thirty (30) days of the date of the appeal. Decisions by the Vice President of Academic Advancement are final and not subject to appeal by either party.

**Effective Date of Sanction.** Sanctions imposed for Sexual Misconduct are not effective until the resolution of any timely appeal of the decision. However, if advisable to protect the welfare of the complainant or the College community, the Title IX Coordinator and/or Vice President may determine that any probation, suspension or expulsion be effective immediately and continue in effect until such time as the Vice President of Academic Advancement may otherwise determine. The Vice President may suspend the final determination pending exhaustion of any appeals by the respondent pursuant to Section IV.D.9, above, or may allow the respondent to attend classes or to engage in other activity on a supervised or monitored basis, or may make such other modifications to the determination as may be advisable in the sole discretion of the Vice President of Academic Advancement. The Vice President's decision may not be appealed.

**Privacy of the Investigation Process; Final Outcome Letter.** In order to comply with FERPA, Title IX and other applicable laws, and to provide an orderly process for the submission and consideration of relevant information without undue intimidation or pressure, documents prepared and/or submitted during the Investigation process (including the Investigative Report, and the pre-Investigation submissions referenced in Section IV.D.1, above), witness statements or other information, may not be disclosed outside of the Investigation process, except as may be required or authorized by law.

In accordance with applicable laws, both the complainant and the respondent must be informed of the final outcome, and the College may not impose any limitations on the re-disclosure of this information. Accordingly, following the closure of the investigation process, the Title IX Coordinator will issue a written decision letter (the "Final Outcome Letter"), concurrently to both the respondent and the complainant. The Final Outcome Letter will set forth the name of the respondent; the violation(s) of College policy for which the respondent was found responsible, if any; any essential findings supporting the decision on the issue of responsibility; and the discipline imposed, if any. College policy neither encourages nor discourages the further disclosure of the Final Outcome Letter by either the complainant or the respondent. The College acknowledges that sharing the Final Outcome Letter with others, including family, friends, legal counsel, mental health professionals and sexual assault advocates or victims, may critically important to an individual.

## INFORMAL RESOLUTION

A complainant who wishes to file a formal complaint with the Vice President of Student's Office but who does not wish to pursue Formal Resolution may request a less formal proceeding, known as "Informal Resolution". Although less formal than Formal Resolution, Informal Resolution is an appropriate resolution process; it is not mediation. The respondent is expected to attend the Informal Resolution proceeding, but is not required to participate. Informal resolution shall NOT be available to cases involving staff/faculty as the respondent.

### Purpose of Informal Resolution

Informal Resolution provides an opportunity for the complainant to confront the respondent, in the presence of, and facilitated by, a presiding officer, as described in Section V.B, below, and to communicate his/her feelings and perceptions regarding the incident, the impact of the incident and his/her wishes and expectations regarding protection in the future. The respondent will have an opportunity to respond.

### Third Parties; Presiding Officer

The complainant and the respondent each may bring a third party to the Informal Resolution; however, third parties may not participate verbally in the meeting. The Title IX Coordinator or a designee will preside over the Informal Resolution, and may elect to be assisted by another member of the Investigation team.

### Informal, Resolution Where Respondent Acknowledges Responsibility

If, during the course of the Informal Resolution, the respondent elects to acknowledge his/her actions and take responsibility for the alleged Sexual Misconduct, the Informal Resolution will be concluded and the Title IX Coordinator will propose a sanction. If both the parties agree to such proposed sanction, the complaint will be resolved without any further rights of appeal by either party. If either the complainant or the respondent objects to such proposed sanction, the Vice President (and/or the Title IX Coordinator if different from the Vice President) shall make a determination of an appropriate sanction, which determination is subject to appeal pursuant to Section IV.D.9. For purposes of this sanction determination, all of the other provisions of these Complaint Procedures relating to the imposition of a sanction for Sexual Misconduct shall apply including, for example, the provisions governing the effective date of the sanction.

### Privacy of Informal Resolution

In order to promote honest, direct communication, information disclosed during Informal Resolution will remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

### Informal Resolution Where Respondent Contests Responsibility

If the respondent contests the complaint of alleged Sexual Misconduct, the Title IX Coordinator may nevertheless impose a protective order agreed upon by the parties, or (with or without such agreement) based on information derived from the Informal Resolution proceedings, taken together with any other relevant information known to the College at the time of the Informal Resolution.

### Election of Formal Resolution

The College, the complainant or the respondent may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

[1] Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.

[2] Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C., Section 1092(f); 34 C.F.R. Part 668.46

### Sexual Assault Prevention Program

The awareness program consists of information about the students' responsibility in protecting themselves against rape, acquaintance rape, and other forcible or non-forcible sex offenses while attending Northwest Tech. The program will identify existing counseling, mental health, or other student services available, both on and off campus. An alleged offense should be reported immediately to the proper authorities. The **TITLE IX COORDINATOR/ AGE ACT COORDINATOR** of Northwest Tech shall be the college official to contact. The Goodland Police Department or the Sherman County Sheriff's Office should be contacted if the victim believes that a criminal action has occurred. College personnel will notify the local law enforcement authorities if the victim requests such assistance.

> Policy Title: Student's Medical Leave of Absence
> Responsible Division: Student Advancement
> Last Reviewed: September 2023

### Purpose

The purpose of the Student's Medical Leave of Absence policy is to define the conditions under which a student may be granted a leave of absence, and whether that absence will be counted toward the 35-hour attendance policy for on campus courses.

**Scope**
This policy pertains to on-campus courses that are subject to the Attendance policy

**Policy Statement**
It is the policy of Northwest Tech to provide a medical leave of absence to students who provide appropriate documentation for an emergency situation that will require a prolonged absence, which would normally result in houring out of the program.  The student is responsible for making up any missed coursework/homework upon return from the leave of absence.

Students may be eligible for an approved leave of absence only once during a 12- month period.

The approved leave of absence may not exceed 25% of the course unless the Vice President of Student Advancement is willing to consider special circumstances which may require the student to miss more than 25% of the course.

Students who leave campus without first obtaining approval for the extended absence may forfeit their eligibility for the leave of absence.

A student who does not return from a leave of absence may be administratively withdrawn from college and eligible to apply for re-admission for a future semester. If the non-returning student who has obtained an approved leave of absence is eligible for a refund, Northwest Tech will calculate the refund based on the last date of attendance.

**Procedure**
The student must request a medical leave of absence in writing, including appropriate documentation, and submit it to the Vice President of Student Advancement for approval prior to leaving campus for the emergency.

> Policy Title: Student's Right to Privacy (FERPA)
> Responsible Division: Student Advancement
> Last Reviewed: June 2022

**Background**
The Health Insurance of Portability and Accountability Act (HIPPA), Gramm-Leach-Bliley Act (GLBA), and the Family Education Rights and Privacy Act (FERPA) require the college to protect the privacy of certain personal health information, financial records, educational records and personal student information.

**Purpose**
It is the intent of the college to comply with all applicable provisions of these Acts.

**Policy Statement**
It is the policy of Northwest Tech that all employees shall safeguard personally identifiable information and shall take all necessary and required measures to otherwise protect private information created, stored, transmitted or disposed in the course of their job duties, regardless of the medium in which that information is maintained.

**Procedures**
Employees and instructors are discouraged from emailing data or documents that may contain personally identifiable information (PII) or other information protected by privacy laws, unless the document has been appropriately encrypted.

Storage of PII and other information protected by privacy laws should follow the guidelines provided by Information Technology for digital storage.  For storage of hard-copy documents, employees and instructors are required to use a locked receptacle (i.e. file drawer) within a locked office.

**Student Educational Records (Rights to Privacy)**
Northwest Kansas Technical College complies with the Family Education Rights and Privacy Act of 1974 in the collection, maintenance, and dissemination of official student records. These records are subject to inspection and review by the student. Northwest Tech has 45 days to respond to individual requests though this amount of time would not normally be required. Students wishing to challenge the accuracy of their records should contact the records clerk. Information in a student's record will not be released without the student's permission although "directory information" will be released.
This information will include:
- Student's name.
- Affirmation student is enrolled.
- Local address and phone number.
- Home address.
- College, department, division, or major.
- Date of enrollment, degrees received, honors awarded, and job placement
- Participation in officially recognized activities.

**Consent to Release Records**
Northwest Tech must receive a form duly signed prior to all other educational records being released by the college. Forms are available through the Office of the Registrar.

**Transfer of Records/Rights**
When the student becomes eighteen years of age or is attending a post-secondary institution, all rights formerly accorded parents of the student become the sole rights of the student.
Students wishing to have the above information withheld

from releases must notify the Registrar in writing. Forms are available through the Office of the Registrar.

## Open Records Act

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the public during regular office hours. Requests for accessing records must be made in writing to the President's Office during normal business days.

## Ethical Standards in Privacy of Personal Information Policy

The Health Insurance of Portability and Accountability Act (HIPPA), Gramm-Leach-Bliley Act (GLBA, and the Family Education Rights and Privacy Act (FERPA) require the college to protect the privacy of certain personal health information, financial records, educational records and personal student information. It is the intent of the college to comply with all applicable provisions of these Acts.

Employees shall abide by and follow all college policies, procedures, and programs regarding the safeguarding of such information and shall take all necessary and required measures to otherwise protect private information created, stored, transmitted or disposed in the course of their job duties, regardless of the medium in which that information is maintained.

Individuals who believe that their rights under the Act(s) have been violated may file a complaint with the Vice President of Academic Advancement.

> Policy Title: Student Success Course
> Responsible Division: Academic Advancement
> Last Reviewed: September 2023

## Background

Northwest Tech has rules, regulations, policies, traditions, and expectations that inevitably vary from other colleges and from high schools. Students who enter NT for the first time need to be informed of such policies, traditions and expectations in an effort to enhance their success at Northwest Tech.

## Purpose

The purpose of this policy is to define who is required to complete the student success course, what fees are associated with the success course, and to delineate expectations for completing the student success course.

## Scope

This policy pertains to students enrolled in programs of study, and for junior/senior high school students who attend classes on the Goodland and Quinter campuses as part of the Early College.

This policy does not pertain to students enrolled in the Community Academy, or those who are taking certification courses only.

## Policy Statement

The Student Success course shall be worth one credit, and is considered to be part of the general education program. Students are required to take the course during their first semester of attendance on campus.

The Student Success course shall be offered on campus as a hybrid course during the first eight weeks of each semester. For students who are enrolled in an online program of study or are attending the Quinter campus, an online version of the course shall also be offered during the first eight weeks of the semester.

The Student Success course shall be offered online during the second eight weeks of each semester as an academic recovery option for students who failed to successfully complete the course during the first eight weeks of the semester (as defined by a calculated grade of "D" or better). Students will be charged tuition for the repeat attempt, but the fees shall be waived. Because the purpose of the student success course is to provide orientation to the school and to enhance student success, students will not be allowed a third attempt to successfully complete the course, which is the only exception to the Repeated Courses policy at Northwest Tech

High school students attending Northwest Tech as part of the Early College shall participate in the course along with their cohort in the program of study. Because the Student Success course is non-tiered according to the Kansas Board of Regents, Northwest Tech shall provide a scholarship to cover the cost of the tuition for this course.

Because Northwest Tech is an Apple Distinguished school and requires students to have an iPad, the fees for the Student Success course shall include the cost of the iPad. For students who are enrolled in programs of study that require computing devices other than the iPad, the fee for the iPad shall be waived. Because high school students may be required by their respective high schools to have other computing devices, the fee for the iPad shall be waived. The Student Success course shall include instruction pertaining to the use of the iPad.

## Procedures

The Student Success course (SO100) shall be included in the program guides for each program of study at Northwest Tech. All students enrolled in programs of study shall be enrolled in the Student Success course in their first semester of attendance.

The Schedule of Classes shall indicate when and where each program of study is scheduled to attend the class during the first eight weeks of the semester (just as other general education classes are scheduled). The Schedule of Classes shall also offer the online option for the second eight weeks.

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**Policy Title: Student Unrest Policy**
Responsible Division: Student Advancement
Last Reviewed: June 2022

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**Student Unrest Policy**
Any student of this college who participates either as an individual, or as a part of a group, including other students or non-students, in any activities on campus or in any of the buildings of Northwest Tech, with the intent to disrupt the orderly conduct of the classes and business of the college, shall be deemed to have violated the rules of said college and, after a hearing as hereinafter provided, may be subjected to any or a combination of the following penalties:
- Loss of privileges
- Suspension from classes for a stated time
- Expulsion from the college

Before the college shall impose said sanctions as set out in the paragraph above, students shall be entitled to receive a written statement of the charges against them, naming the particularities of the time, place, and nature of the conduct complained of, said accusation to be signed by the administrative head of the college. At the same time, the student shall be given written notice of a time for a hearing to be had, not sooner than three (3) days after the date of service upon them of the written accusation as aforesaid. Said hearing shall be held at a place on the campus of the college designated in the notice.

Said hearing shall be held before a board of review composed of three (3) persons designated by the Area Board of Control. Such persons are not to be directly involved in the activities under investigation, in order to afford a fair and impartial hearing.

At said hearing, the burden shall be on the complaining administrative personnel to establish the truth of the allegations contained in the accusation, and the administrative personnel for that purpose may call witnesses and present such writings and other exhibits as they may deem proper. Both the administrative personnel and the accused student shall be entitled to be represented by counsel at said hearing. After the presentation of witnesses and other evidence on behalf of the college and

the student, a decision by the board of review shall be promptly made in writing.

In the event the student is aggrieved by a decision of said board of review, such student shall have the right to an appeal and a hearing before the entire Area Board of Control of Northwest Tech.

In addition to the provisions herein set out, the administrative personnel and the Area Board of Control shall, when in their discretion the situation demands it, avail themselves of the courts for the purpose of obtaining temporary injunctions or restraining orders of threatened courses of action which might lead to the disruption of the orderly conduct of the college or the damage to the property of college, and in cases where they deem it necessary, shall call on the law enforcement officials of the city, county, and state for assistance in preventing the disruption of the conduct of the college or damage to the property of the college or injury to students who are not engaged in the unrest.

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**Policy Title: Suspension or Expulsion of Students**
Responsible Division: Student Advancement
Last Reviewed: June 2022

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**Suspension or Expulsion of Students**
The Area Board of Control authorizes any instructor to suspend a student up to three days.

The President, the Vice President of Student Advancement, or the Vice President of Academic Advancement may impose a short-term suspension not exceeding five college days, and the president or designated college administrators (or in the case of their absence, a person designated to take their place in that absence) hold authority to expel a student from further attendance at the college because such student is considered in violation of any of the following:
- Willful violation of any published regulation for student conduct adopted or approved by the Area Board of Control
- Conduct which substantially disrupts, impedes, or interferes with the operation of the college
- Conduct which substantially impinges upon or invades the rights of others
- Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Statutes of the State of Kansas or any criminal statute of the United States
- Disobedience to an instructor, peace officer, college security officer, or other college authority when such disobedience can reasonably be anticipated to result in disorder,

disruption, or interference in the operation of Northwest Tech or substantial and material impingement upon or invasion or rights of others

- Firing, displaying, or threatening use of firearms, explosives, or other weapons on the college premises for any unlawful purpose
- Possession of illegal or dangerous substances
- Destruction or misuse of college property
- Theft

A written notice of suspension/expulsion from the college is provided to the student at the time of the appropriate action or sent certified mail to the last known address within 48 hours of the suspension/expulsion by the Vice President of Academic Advancements office.

## Dismissal From College

Any student dismissed from the college for disciplinary or hours related reasons should immediately remove him or herself and property from student housing. Exceptions can be made as determined by the Vice President of Student Advancement or the President of Northwest Tech or his/her designee. Once the student has left, a civil standby must be secured by the former student and staff to return to campus housing for any reason. Failure to comply with this regulation will result in criminal trespass charges being requested or a service of eviction notice by the Sherman County Sheriff's Office.

## RIGHT TO APPEAL

Students will have the opportunity for due process by exercising their right to use the Appeal policy when they do not agree with the terms of suspension or expulsion and would like to appeal that decision.

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Policy Title: Test Out (Challenge Exams)
Responsible Division: Academic Advancement
Last Reviewed: June 2022

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## Background

Within the first week of the course, students enrolled in eligible courses have the option to attempt to test out of the course by following the Course Test Out Procedure. Students achieving the minimum score on the examination or better will pass the course with the corresponding later grade earned from the test out exam. The student is required to pay the tuition and fees for the course, but the student is not required to attend the course for the remainder of the semester.

Faculty members in the designated courses are required to create the examination to reflect outcomes and competencies of the course. The examination must be on file with the Vice President of Academic Advancement.

## Purpose

The purpose of this policy is to provide students the opportunity to demonstrate prior learning that students bring to certain courses.

## Scope

This policy covers only the following eligible courses: Business Math, Computer Fundamentals, Personal Finance*, Technical Math

\* This course requires the student to have completed a similar course in the secondary/post-secondary education level and must produce a transcript as evidence.

## Policy Statement

It is the policy of Northwest Tech to provide an opportunity for students to test out of designated courses. The fee for taking the exam is $25, and if the student passes the exam with the minimal score required, the student may refrain from attending the class. The course will remain on the student's schedule so that a grade may be assigned for the transcript. The student remains responsible for paying tuition and fees for the course.

## Procedures

1. Faculty member of the eligible courses must notify the entire class of the option to test out on the first official day of class.
2. Student must notify the instructor within the first two days of the course and set up a mutually agreeable time to take the examination within the first week of the course.
3. Student must pay the business office the $25 test out fee (non-refundable). The fee cannot be charged to student accounts.
4. Student must show proof of payment to the instructor prior to taking the examination.
5. Student must achieve a minimum of **70%** on the examination.
   a. If students do not meet this minimum score, the student will continue to take the course as planned for the semester.
   b. If students achieve the minimum score or higher, the student will pass the course with the corresponding letter grade earned from the test out exam. The student is not required to attend the course for the remainder of the semester.
6. Instructors will submit official records of the names and results for each student tested to the Registrar and to the Business office for proper processing within three business days of the test date.
7. Instructors shall retain the graded exam taken by the student for two years.

## Tobacco Policy

Applicability: This policy applies to all Northwest Tech students, employees and visitors with respect to use of Tobacco and Smoke Products.

Definitions: "Tobacco and Smoke Products" include, but are not limited to cigarettes, cigars, chewing tobacco, snuff, electronic or "E" cigarettes, nicotine or chemical vaporizing devices and other forms of chewing or smoking devices as defined by state and federal law.

### Tobacco and Smoke Free

The College supports a tobacco and smoke-free learning and working environment. Use of Tobacco and Smoke Products is prohibited in any College building or anywhere on college property.

Although not encouraged, use of Tobacco and Smoke Products is permitted in the individual's automobile. However, cigarette butts, smokeless tobacco, nicotine cartridges and/or any other types of Tobacco and Smoke Product waste must be disposed of inside the vehicle. Any violation of this policy shall be dealt with in accordance with student and employee handbook disciplinary proceedings.

## Background

The Kansas Board of Regents has established at least two avenues for ensuring transferability of college credit: The statewide seamless transfer system (SWT) and the Technical Education Authority's Program Alignment process.

The SWT applies to NWKTC general education courses.
https://www.kansasregents.org/transfer_articulation?highlight=WyJzd3QiXQ==

The TEA's Program Alignment process applies to designated NWKTC programs.
https://www.kansasregents.org/workforce_development/program-alignment

Northwest Tech adheres to an internal review process to ensure that incoming transfer credits demonstrate

equivalence with our own courses required for that program before being applied toward degree requirements

For an official evaluation of transfer credits, students are encouraged to apply for admission at Northwest Tech and submit official high school and post-secondary transcripts.

## Purpose

The purpose of the Transfer Credit policy is to inform students and other stakeholders of the criteria used to accept incoming transfer credits, how these credits are reported on the transcript and whether the grades for these transfer credits impact the student's GPA. This policy will also address issues regarding outbound transfer credits (when students wish to transfer to another institution).

## Definitions

"**Incoming transfer credit**" refers to credits that a student wants to transfer from some other college or university to NWKTC

"**Outbound transfer credit**" refers to NWKTC credits that a student wants to transfer to another college or university

"**Reverse transfer**" refers to credits earned at another college or university after a student has left NWKTC without completing the AAS degree; these credits may be retroactively applied to fulfill NWKTC degree requirements

## Policy Statement

Northwest Tech shall participate in and comply with the Kansas Board of Regents statewide seamless transfer system program, ensuring that designated NWKTC courses meet the Kansas Core Outcome Group course competencies and are eligible for outbound transfer.

Courses approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions are denoted with this icon in the college catalog:



Further, Northwest Tech will participate in and comply with KBOR's Technical Education Authority's program alignment policies, ensuring that designated program courses meet the credits and course competencies established by the program alignment working groups.

Northwest Tech proactively pursues transfer equivalency agreements and articulation agreements to promote transfer opportunities to benefit our students.

It is the policy of Northwest Tech to accept incoming transfer credit under the following conditions:

- An official transcript from the credit-granting institution must be sent to the NWKTC Registrar for review.
- Incoming transfer credits come from a regionally accredited college or university.
- Incoming transfer credits are equivalent to NWKTC program requirements.
- Incoming transfer credits for general education courses must be passed with a "C" grade or better

**Procedures**

Students who have completed college coursework at other post-secondary institutions may request official transcripts through an e-script service, or request transcripts to be sent to:

NWKTC Registrar
1209 Harrison PO Box 668
Goodland, KS 67735

OR email to: registrar@nwktc.edu

Incoming transfer credits are counted towards the NWKTC AAS degree but the grades are not computed in the student's GPA.

**Transferring NWKTC credits to another institution**

- The technical courses from Northwest Tech may or may not be transferable to a four-year college/university.
- The authority for determining whether credits are acceptable rests with the four-year college or university.
- Most general education courses offered at Northwest Tech are eligible for transfer to a number of institutions.

**NORTHWEST TECH**
NORTHWEST KANSAS TECHNICAL COLLEGE

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| **2023-2024**<br>**NWKTC Catalog and Student Handbook** |
| **Auto Body (Automotive Collision & Repair)**<br>NOTE:  This program is currently in its final year; students will no longer be accepted |

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**Description:**

The Auto Body (Automotive Collision & Repair) program is designed for the student to learn basic concepts and skills during the first year. Examples of some of these skills are windshield replacement, MIG welding, minor metal straightening, basic refinishing, and minor electrical repair. These basic skills are the foundation for the more advanced areas of the trade, which the second-year student will encounter. Some examples of these advanced areas are major collision, custom paint techniques, color matching, metal fabrications, basic wheel alignment, and advanced welding.

The curriculum is directly related to trade standards and employment opportunities. As repair methods change, the curriculum is continually updated to provide instruction on the safe and proper use of the latest tools, equipment, products, and procedures currently being used in the industry. Instruction includes both shop and classroom situations with the emphasis on the actual "hands-on" experiences. Applied shop instruction involves individualized live work on customer and students' vehicles, shop projects, and demonstration mock-up tasks.

**Degree/Certificates awarded:**

AAS
Tech Cert C

**Program Learning Outcomes:**

 Upon successful program completion, students are able to:
1. Demonstrate safety procedures involved in the collision repair industry.
2. Diagnose and make proper structural/nonstructural repairs.
3. Replace and make adjustments of stationary and moveable glass.
4. Refinish auto to OEM (original equipment manufacturer) standards.
5. Analyze mechanical, electrical, and electronic components.
6. Perform basic welding skills.
7. Perform safe disarming, handling, and installation of airbags.
8. Track material costs, and provide accurate estimates.
9. Evaluate and use information technology effectively.

10. Demonstrate effective reading, writing, speaking, listening, and time management skills.
11. Demonstrate mathematical skills.
12. Operate basic computer programs.
13. Identify and solve problems, applying knowledge in a critical, creative, and ethical manner.

## Program Schedule:
Students will attend class from 7:00 a.m. – 3:30 p.m., Monday through Friday.

**Miscellaneous Notes:** During the sophomore year the students may participate (with Instructor approval) in the Occupational Work Experience (OWE) four weeks before the ending date of the program.

| PROGRAM GUIDE |
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| **FRESHMAN:  FIRST SEMESTER** |
| **Course Name** |
| Non-Structural A&D Repair I |
| Structural A&D Repair I |
| Painting & Refinishing I |
| Mechanical & Electrical |
| Damage Appraising I |
| Technical Writing (or Communications Elective) |
| **FRESHMAN:  SECOND SEMESTER** |
| **Course Name** |
| Personal Finance (Required) |
| Computer Fundamentals and Applications (or Natural & Applied Science) |
| Non-Structural A&D Repair II |
| Structural A&D Repair II |
| Paint & Refinishing II |
| Mechanical & Electrical  II |
| Hybrid Training I |
| **SOPHOMORE:  FIRST SEMESTER** |
| **Course Name** |
| Non-Structural A&D Repair III |
| Structural A&D Repair III |
| Damage Appraising II |
| Paint & Refinishing III |
| Workplace Ethics (or Gen Ed Elective) |
| Technical Math or Technical Math w/review  (or Math Elective) |
| **SOPHOMORE:  SECOND SEMESTER** |
| **Course Name** |
| Forklift Operator Training |
| Non-Structural A&D Repair IV |
| Structural A&D Repair IV |
| Paint & Refinishing IV |
| Composite Applications* |
| Mechanical & Electrical III* |

## COURSE DESCRIPTIONS

CR 120 NON-STRUCTURAL A&D REPAIR I
4 CR
Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: explore the components of safety pertaining to auto collision and repair; explore the parts and construction of vehicles; explore opportunities in the auto collision industry; identify metal straightening techniques; identify the application and use of body fillers; demonstrate proper use, set-up and storage of welding equipment; distinguish between weldable and non- weldable materials; demonstrate fundamental industry standard recommended welds; identify plastics and adhesives used in automotive industry; explain the general purpose of damage, estimation and repair orders; explore the processes required for outer body panel repairs, replacements and adjustments; and demonstrate fundamental cutting procedures.

CR 122A NON-STRUCTURAL A&D REPAIR II
4 CR
Through a variety of classroom and/or lab/shop learning and assessment activities, students in this course will: identify trim and hardware to be protected; examine what to consider when working with movable glass; perform outer body panel repairs; Perform outer body replacements and adjustments; Perform metal straightening techniques; Perform body filling techniques; Perform metal finishing techniques; Use welding procedures in non-structural damage repair; Distinguish between mechanical and electrical components; apply safety standards for the collision repair industry; use cutting procedures in non-structural damage repair; and determine procedures necessary for working with plastics and adhesives.

CR 140A STRUCTURAL A&D REPAIR I
2 CR
Through a variety of classroom and/or lab/shop learning and assessment activities, students in this course will: identify measuring procedures; analyze the basic structural damage conditions; identify the safety requirements pertaining to structural damage repair; analyze frame repair methods; analyze unibody inspection and measurement and identify procedures of welding for structural repair.

CR 142A STRUCTURAL A&D REPAIR II
2 CR
Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: apply safety requirements pertaining to structural damage repair; analyze frame inspection and repair procedures; determine direct and indirect damage for structural repair; analyze unibody inspection, measurement, and repair procedures; perform welding techniques for structural repair; and identify cutting procedures for structural repair.

CR 160A PAINTING & REFINISHING I
3 CR
Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: identify safety and personal health hazards according to OSHA guidelines; determine the different types of substrates and sanding materials relevant to auto body surface preparation; identify

the process to clean and prepare a substrate for paint; distinguish between the properties, uses and manufacturer specifications of metal treatments and primers; distinguish among the various types of spray guns and equipment; explore various paint codes and specifications for use; Identify the various paint systems; explore the types of paint defects; distinguish between damage and non-damage related corrosion; and identify final detail procedures.

CR 162A PAINTING & REFINISHING II
3 CR
Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: select proper personal protective equipment; perform proper shop operations according to OSHA Guidelines; remove paint coatings; apply corrosion resistant coatings; demonstrate proper spray gun operation and cleaning procedures; select proper painting and substrate materials for projects; analyze paint defects, causes and cures; repair paint defects; measure paint mil thickness; and determine final detail procedures for given projects.

CR 180 MECHANICAL & ELECTRICAL
3CR
Through classroom and/or lab/shop learning and assessment activities, in this course students will: determine how to diagnose steering and suspension; diagnose electrical concerns; complete headlamp and fog/driving lamp assemblies and repairs; demonstrate self-grounding procedures for handling electronic components; determine diagnosis, inspection and service needs for brake system hydraulic components; examine components of heating and air conditioning systems; determine the inspection, service and repair needs for collision damaged cooling system components; distinguish between the under car components and systems; and determine the diagnosis, inspection and service requirements of active and passive restraint systems.

CR 182 MECHANICAL & ELECTRICAL II
3 CR
This course goes beyond the basics to include disarming/arming and installing air bags. Suspension components replacement and wheel alignment are also included. Heating and air conditioning repair, engine radiator replacement, and engine components damaged from a collision are included in this course. The emphasis is on live work.

CR 185 DAMAGE APPRAISING I
3CR
This course emphasizes the importance of writing accurate estimates and analyzing collision damage in the collision industry. Estimates are generated by hand or by computer, understanding and reading repair orders is also included in this course.

CR 195 HYBRID TRAINING I*
2 CR
Students are introduced to hybrid technology training and the repair of hybrid vehicles. Safety will be an emphasis in this course.

CR 220A NON-STRUCTURAL A&D REPAIR III
4 CR
Through a variety of classroom and/or lab/shop learning and assessment activities, students in this course will: remove and install trim and hardware; determine process and procedures necessary for movable glass repair; repair outer body panel; replace and adjust outer body panels; remove and install mechanical and electrical components; demonstrate safety protocol appropriate for the auto repair setting; perform intermediate welding skills on non-structural damage repairs; and perform plastic and adhesive repairs.

CR 222A NON-STRUCTURAL A&D REPAIR IV
5 CR
Through a variety of classroom and shop/lab learning and assessment activities, students in this course will: remove trim and hardware; install trim and hardware; repair movable glass; protect adjacent body panels; repair outer body panel; replace outer body panels; adjust outer body panels; replace mechanical and electrical components; demonstrate safety protocol appropriate for the auto repair setting, perform welding skills on non-structural damage repairs; and perform plastic and adhesive repairs.

CR 240A STRUCTURAL A&D REPAIR III
3 CR
Through a variety of classroom and/or shop learning and assessment activities, students in this course will: apply safety requirements pertaining to structural damage repair; perform welding and cutting techniques for structural repair; diagnose unibody direct and indirect damage; apply unibody inspection and measurement procedures; apply unibody repair procedures; apply frame inspection and measurement procedures; apply frame repair procedures; and remove fixed glass.

CR 242 STRUCTURAL A&D REPAIR IV
3 CR
Through a variety of classroom and lab/shop learning and assessment activities, students in this course will: apply safety requirements pertaining to structural damage repair; perform advanced welding and cutting techniques for structural repair; perform inspection and measurement of unibody for structural repair; repair unibody direct and indirect damage; perform frame inspection and measurement procedures; repair frame to industry standards; and remove and install fixed glass.

CR 245 DAMAGE APPRAISING II
4 CR
This course helps the student to thoroughly analyze damage by the use of electronic and mechanical measuring equipment. Practice estimates will be written on various shop projects. Live work is emphasized.

CR 260B PAINTING & REFINISHING III
3 CR
Through a variety of learning and/or shop/lab learning and assessment activities, students in this course will: identify safety and personal health hazards according to OSHA guidelines and the 'Right to Know" law; determine the different types of substrates and sanding materials relevant to auto-body surface preparation; identify the process to clean and prepare a substrate for paint; distinguish between the properties, uses and manufacturer specifications of metal treatments and primers; distinguish among the various types of spray guns and equipment; explore various paint codes and specifications for use; identify the various paint systems;

explore the types of paint defects; distinguish between damage and non-damage related corrosion; and identify final detail procedures.

CR 262 PAINTING & REFINISHING IV
4 CR
Through a variety of classroom and/or shop/lab learning and assessment activities, students in this course will: apply exemplary safety procedures in all areas of auto body painting and refinishing; perform proper cleaning procedures for a refinish; prepare adjacent panels for blending; prepare plastic panels for refinishing; protect all non-finished areas of vehicle; operate high and low volume/pressure spray gun operations for painting and refinishing; perform all paint system applications on an automobile; apply appropriate paint color matching and mixing procedures; tint color using formula to achieve a blendable match; explore the causes, effects and correction of buffing- related imperfections; explore the causes, effects and correction of pigment flotation; measure mil thickness; apply decals, transfers, tapes, wood grains, pinstripes to an automobile; apply buffing and polishing techniques to remove defects; apply cleaning techniques to automobile interior, exterior, glass and body openings; and remove overspray.

CR 275 COMPOSITE APPLICATIONS
3 CR

CR 285 MECHANICAL & ELECTRICAL III*
4 CR
This course goes beyond the basics to include disarming/arming and installing airbags. Suspension components replacement and wheel alignment are also included. Heating and air conditioning repair, engine radiator replacement, and engine components damages from a collision are included in this course. The emphasis is on live work.

**NORTHWEST TECH**
NORTHWEST KANSAS TECHNICAL COLLEGE

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| **2023-2024**<br>**NWKTC Catalog and Student Handbook** |
| Automotive Technology |

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**Description:** The Automotive Technology program trains students in the basic fundamentals, necessary job skills, and related work procedures for employment in the automotive profession. Coursework includes use of technical service manuals; testing equipment; electronic ignition systems; rear, front and four-wheel drive; power steering; brakes; and electronics used in brakes, transmissions, steering systems, and a variety of other components. Students will use the latest in infrared engine analyzers and computerized diagnostic devices.

The auto tech shop is similar to repair bays in an automotive dealership. This enables students to work with the same type of tools and equipment they will find in industry. We schedule customer work that provides job training. Students are tasked with troubleshooting, looking up parts, figuring a job sheet, and interacting with customers. As advanced technology is introduced with new automobiles each year, our program is continually updated.

**D Degree/Certificates awarded:**
AAS
Tech Cert B, Tech Cert C

**Accreditation/Certification:**
ASE Educational Foundation (formerly NATEF)

**Program Learning Outcomes:**
Upon successful completion of this program, students will be able to:
- Accurately diagnose, repair and service suspension and steering systems.
- Diagnose and repair fuel injection and emissions system.
- Demonstrate the ability to troubleshoot and repair electronic systems and components.
- Diagnose and repair drive train system components and transmissions.
- Accurately diagnose, repair, and service brake systems.
- Service and repair heating and air-conditioning systems according to state, local, and federal guidelines.
- Diagnose and repair individual engine component systems.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.
- Demonstrate mathematical skills.
- Operate basic computer programs.

**Program Schedule:**

Students will attend class and lab from 7:00 a.m. to 2:30 p.m., Monday through Friday.

**Miscellaneous Notes:**

This Automotive Technology program is certified in the eight required areas needed to meet the strict industry standards for Automotive Service Excellence (ASE) Master certification. ASE is a national non-profit organization which tests and certifies automotive repair technicians. The National Automotive Technicians Education Foundation (NATEF) has evaluated and approved our program for certification, meeting the standards of excellence in the following areas: Automatic Trans/Transaxle, Brakes, Electrical Systems, Engine Performance, Engine Repair, Heating and Air Conditioning, Manual Drive Train and Axles, Suspension and Steering. This certification program ensures that "top notch" technicians will be entering the work force.

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| PROGRAM GUIDE |
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| **FRESHMAN: FIRST SEMESTER** |
| **Course Name** |
| Shop Orientation/Safety |
| Suspension & Steering I |
| Wheel Alignment Diagnosis & Repair |
| Brakes I |
| Brakes II* |
| Tire |
| Maintenance |
| Technical Writing (or Communications Elective) |
| Student Success Seminar (Required) |
| **FRESHMAN: SECOND SEMESTER** |
| **Course Name** |
| Electrical I |
| Automotive Electronics |
| Batteries Starting/Charging Systems |
| Engine Performance I |
| Engine Performance II |
| Hybrid & Electric Vehicles* |
| Computer Fundamentals (or Natural & Applied Science Elective) |
| **SOPHOMORE: FIRST SEMESTER** |
| **Course Name** |
| Manual Transmission, Clutches, & Transaxle Transfer Case Service I |
| Automatic Transmissions & Transaxle Service I |
| Automatic Transmission Service II |
| Advanced Automatic Transmission Repair & Improvement* |
| Personal Finance (Required) |
| Technical Math or Technical Math w/review (or Math Elective) |
| **SOPHOMORE: SECOND SEMESTER** |
| **Course Name** |
| Advanced Engine Performance* |
| Driveline Service & Rear Axle Diagnosis & Repair |
| AC & Heating Ventilation Systems |

Engine Diagnosis Skills & Replacement
Cylinder Head & Valve Train Diagnosis & Repair
Engine Block Assembly Diagnosis & Repair
Lube/Cooling System Diagnosis & Repair
Workplace Ethics (or Gen Ed Elective)

## COURSE DESCRIPTIONS

AT 100 SHOP ORIENTATION & SAFETY
1 CR
This course introduces the new AT student to shop safety, policies, and procedures. Key concepts include personal safety and tool/equipment safety while repairing the automobile.

AT 110A SUSPENSION & STEERING I
3 CR
This course covers the types, construction, and uses of tires. It covers various tire problems, diagnosis, and correction of the problems. Wheel balance servicing and lubrication of the auto are thoroughly studied. This unit covers the various types of automotive frames, types of suspensions, identification of parts, and the proper repair of various types on front, rear, and four-wheel drive vehicles, including front drive half shaft universal repair.

AT 120 WHEEL ALIGNMENT DIAGNOSIS & REPAIR
4 CR
This course covers alignment angles, theory, application, and diagnosis of alignment problems. This includes practical experience on front-wheel drive, rear-wheel drive, and four-wheel drive vehicles. This course covers the construction, operation, adjustment, and diagnosis of automotive and light trucks on manual and power steering systems and related components.

AT 131 BRAKES I
3 CR
This course covers the theory and application of all the braking systems on the automobile. Students receive instruction on proper servicing and repair of conventional power, disc, anti-lock and hydro-boost brake systems.

AT 135 BRAKES II*
2 CR
This course covers the theory and application of antilock braking, traction control, and stability control systems on the automobile. Students receive instruction on proper servicing and repair of anti-lock brake systems and, traction control systems, and Stability control systems.

AT 137 TIRE MAINTENANCE
2 CR
Students are taught about tire maintenance through theory, service and repair.

AT 149 ELECTRICAL I
3 CR
Foundation for developing electronic skills begins with basic electrical theories and building circuits, using test meters, and making diagnostic measurements. This class will go through basic components, electronic devices, wiring diagrams and wiring repair.

AT 150A AUTOMOTIVE ELECTRONICS
2 CR
Foundation for developing electronic skills begins with basic electrical theories and building circuits, using test meters and scopes, and making diagnostic measurements. This class will go through basic components, electronic devices, wiring diagrams, and wiring repair.

AT 155A BATTERIES STARTING/CHARGING SYSTEMS
3 CR
This class will cover all aspects of the battery starting and charging systems. Included will be basic construction, service, and diagnosis.

AT 163 ENGINE PERFORMANCE I
3CR
This course covers the fundamentals of the ignition system starting with the operation of conventional and electronic to distributor less system. Diagnostic oscilloscopes and engine analyzers will be covered and the diagnosis problems that are ignition related.

AT 165 ENGINE PERFORMANCE II
3 CR
This unit covers the operation of emission control devices as well as the fuel system with primary emphasis on feedback carburetors and fuel injection systems. Fuel and emission diagnosis will be covered with the use of all diagnostic equipment such as scanners, analyzers and pressure testing equipment.

AT 175 ADVANCED ENGINE PERFORMANCE*
3 CR
This unit will build the foundation for modern drivability repair. The student will study the operation of the automotive computer system and learn fundamentals that will be needed to understand fuel and ignition systems. Instruction on sensors and actuators will be included and how to diagnose problems on these components. Computer self diagnosis and the use of scan tools will be stressed along with the Digital Volt Ohm Meter (DVOM) and the lab scope.

AT 211 MANUAL TRANSMISSION, CLUTCHES & TRANSAXLE TRANSFER CASE SERVICE I
3 CR
The beginning of the class will start with clutch service and diagnosis, disassembly, and reassembly of the manual transmission clutch in class and lab. Included are linkages and proper adjustment and practical experience repairing clutches. The transmission portion of the class will cover gear principles, torque, gear ratios, and mechanical advantage. The service diagnosis and repair of the manual transmission and transaxle will be primary focus. Included is practical experience with real shop atmosphere.

AT 221 AUTOMATIC TRANSMISSIONS & TRANSAXLE SERVICE I
3 CR
This course is an advanced lecture and shop experience covering all components of automatic transmissions and transaxles, their operation, repair and diagnosis, and repair of electronically shifted transmissions and their test equipment. As a group, we will rebuild one transmission and each pair of students will rebuild a transmission to dyno test install and road test.

AT 223 AUTOMATIC TRANSMISSION SERVICE II
4 CR
Building on the AT 221 transmission and transaxle course, this class will focus on the repair of the automatic transmission. This course is an advanced lecture and shop experience covering all components of an automatic transmission, its operation, repair and diagnosis, and repair of electronically shifted transmissions and their test equipment. This course will be made up of applying the basic information to rebuilding the automatic transmission. Transmissions will be removed, reconditioned, diagnosed, and repairs will be performed.

AT 225 ADVANCED AUTOMATIC TRANSMISSION REPAIR & IMPROVEMENT*
3 CR
This class will look at advanced repairs and transmission enhancements for performance and durability. Research will be done on different transmissions looking at modifications that are available.

AT 230 DRIVELINE SERVICE & REAR AXLE DIAGNOSIS & REPAIR
3 CR
This course will include drive shafts and rear differential assemblies. This includes: gear replacement and rear differential services. Also included will be the diagnosis of noises, vibration, leaks, and failures.

AT 250 AC & HEATING VENTILATION SYSTEMS
3 CR
Students will diagnose the heating system malfunctions. This will include the replacement of heater cores and servicing of mechanical and vacuum heater water valves. Students will learn the proper handling of refrigerants, correct use of air conditioning service valves, use of manifold gauge set, and sight glass. Students will diagnose and repair compressors, condensers, accumulators, and complete servicing of the air conditioning system. They also learn recharging methods on different air conditioning systems and will be ready to take the test to become certified for air conditioning service.

AT 255 ENGINE DIAGNOSIS SKILLS & REPLACEMENT
3 CR
Learning correct diagnostic procedures in analyzing engine problems is the main emphasis of this course. Included will be cylinder compression test, power balance test, and leakage test. Timing chain and gear and belt inspection will also be included.

AT 260A CYLINDER HEAD & VALVE TRAIN DIAGNOSIS & REPAIR
2 CR
This course covers in-depth valve train operating principles, service of camshaft drives, camshafts, lifters, valves, valve seats, valve guides, and related cylinder head components.

AT 270 ENGINE BLOCK ASSEMBLY DIAGNOSIS & REPAIR
3 CR
Instruction concerning bearing design, wear patterns and bearing failure, and reconditioning methods used to service cylinders, main bearing bores, crankshafts and block decks are covered in this course. Students learn about gaskets, seals, rings, pistons, connecting rods, and harmonic balancers.

AT 280A LUBE/COOLING SYSTEM DIAGNOSIS & REPAIR
2 CR
The first section of this course covers the lubrication system. Students will learn how oil is rated and the different types of oil, how the lubrication circuit and oil filtration works, oil pumps and system priming, and how the crankcase ventilation system works. The second half of the course is devoted to the engine cooling system. Topics covered are: radiators, water pumps, thermostats, belt and coolant hoses, and electronic and mechanical engine cooling fans.

AT 290 HYBRID & ELECTRIC VEHICLES*
3 CR
The student will learn the theory and operation of hybrid drive systems in the automobile. The content will cover batteries, charging, high voltage safety, transmission, inverter/converter operation, cooling systems, diagnosis and repair of these advanced and unique automobiles. The course will emphasize the importance of safety due to the deadly nature of the high voltage environment. Students are required to purchase their own high voltage class 0 gloves to participate in live lab experiences.

**2023-2024**
**NWKTC Catalog and Student Handbook**

## Business Technology

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**Description:** The Business Technology program trains leaders, facilitators, and managers for productive careers in industry who possess an uncompromising commitment to personal integrity, ethical practice, and sound critical thinking. It generates graduates who are skilled not only in the technical fields of marketing, finance, accounting, management, and information systems, but also in the human skills of forging relationships, fostering teamwork, and forming character.

Two tracks are available in this program: the Traditional Business Track offers more accounting, elementary statistics, and business law; the Sports Management track offers coursework in Health and Human Performance, Care and Prevention of Athletic Injuries, and Introduction to Recreation & Sports Management.

**Degree/Certificates awarded:**
AAS
Tech Cert B

**Program Learning Outcomes:**
Upon completion of program, students will:
- Demonstrate the personal qualities necessary for success: self-management, self-discipline, teamwork, emotional intelligence, and commitment to personal growth and lifelong learning.
- Demonstrate ethical behavior by acting with integrity, personal responsibility, perseverance, and character.
- Communicate effectively in listening, reading, writing, and speaking.
- Understand how today's business environment requires managers to demonstrate leadership, organization, and facilitation skills.
- Use computer technology effectively to manage data and improve productivity.
- Demonstrate effective time management and problem-solving skills.
- Demonstrate knowledge of business functional areas in accounting, sales, information management, marketing, finance, and organizational behavior.

**Program Schedule:**
The daily schedule may vary

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**Business Technology - SPORT MANAGEMENT TRACK**

**PROGRAM GUIDE**

**YEAR I:  FIRST SEMESTER**

| Course # | Course Name | Credits |
|---|---|---|
| ART 101 | Art Appreciation | 3 |
| BUS 105* | Special Topics in Business Technology | 1 |
| BUS 110 | Introduction to Business | 3 |
| BUS 115 | Business Communications | 3 |
| BUS 130 | Leadership | 3 |
| CF 101 | Computer Fundamentals | 3 |
| **ENGL 110 or ENGL 112** | English Composition I | 3 |
| SO 100 | Student Success Seminar (Required) | 1 |

**YEAR I:  SECOND SEMESTER**

| Course # | Course Name | Credits |
|---|---|---|
| BUS 155* | Special Topics in Management & Marketing | 1 |
| BUS 160 | Principles of Management | 3 |
| BUS 165 | Principles of Marketing | 3 |
| ECON 200 | Microeconomics | 3 |
| ENGL 115 | English Composition II (Required) | 3 |
| **MATH 115 or MATH 117** | College Algebra (Required) | 3 |

## SPORT MANAGEMENT TRACK

**YEAR II:  FIRST SEMESTER**

| Course # | Course Name | Credits |
|---|---|---|
| BUS 205 | Special Topics in Business Today | **1** |
| BA 222 | Intro to Health & Human Performance | **3** |
| **BA 235** | Principles of Accounting I (Financial) | 3 |
| COMM 150 | Interpersonal Communications | 3 |
| ECON 210 | Macroeconomics | 3 |
| PSY 176 | Psychology | 3 |

**YEAR II:  SECOND SEMESTER**          **B4**

| Course # | Course Name | Credits |
|---|---|---|
| BUS 255 | Special Topics in Entrepreneurship | 1 |
| BA 215 | Personal Finance | 3 |
| BA 212 | Intro to Recreation & Sports Management | 3 |
| BA 270 | Entrepreneurship | 3 |
| BIO 155 | General Biology | 5 |

| MA 245 | Care & Prevention of Athletic Injuries | 3 |
|--------|----------------------------------------|---|

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## Business Technology - Traditional Business Track

**PROGRAM GUIDE**

| YEAR I:  FIRST SEMESTER | | 23 Fall |
|--------|--------|--------|
| Course # | Course Name | Credits |
| ART 101 | Art Appreciation | 3 |
| BUS 105* | Special Topics in Business Technology | 1 |
| BUS 110 | Introduction to Business | 3 |
| BUS 115 | Business Communications | 3 |
| BUS 130 | Leadership | 3 |
| CF 101 | Computer Fundamentals | 3 |
| **ENGL 110 or ENGL 112** | English Composition I | 3 |
| SO 100 | Student Success Seminar (Required) | 1 |

| YEAR I:  SECOND SEMESTER | | 24 SPRING |
|--------|--------|--------|
| Course # | Course Name | Credits |
| BUS 155* | Special Topics in Management & Marketing | 1 |
| BUS 160 | Principles of Management | 3 |
| BUS 165 | Principles of Marketing | 3 |
| ECON 200 | Microeconomics | 3 |
| ENGL 115 | English Composition II (Required) | 3 |
| **MATH 115 or 117** | College Algebra (Required) | 3 |

### Traditional Business Track

| YEAR II:  FIRST SEMESTER | | 24 FALL |
|--------|--------|--------|
| Course # | Course Name | Credits |
| BUS 205* | Special Topics in Business Today | **1** |
| **BA 235** | Principles of Accounting I (Financial) | 3 |
| COMM 150 | Interpersonal Communications | 3 |
| **ECON 210** | **Macroeconomics** | 3 |
| **MATH 180** | **Elementary Statistics** | 3 |
| PSY 176 | Psychology | 3 |

| YEAR II:  SECOND SEMESTER | B4 | 25 SPRING |
|---|---|---|
| Course # | Course Name | |
| BUS 255* | Special Topics in Entrepreneurship | 1 |
| BA 215 | Personal Finance | 3 |
| BA 245 | Business Law | 3 |
| **BA 265** | **Principles of Accounting II (Managerial)** | **3** |
| BA 270 | Entrepreneurship | 3 |
| BIO 155 | General Biology | 5 |

# COURSE DESCRIPTIONS

NOTE:  Courses with the ⏩ are eligible for transfer to four-year colleges (receiving colleges have the right to determine whether to accept these credits).

BUS105 SPECIAL TOPICS IN BUSINESS TECHNOLOGY
1 CR
This course integrates concepts studied in the Introduction to Business, Business Communications, and Leadership classes as students develop the "business mindset" and carry out their leadership projects.

BUS155 SPECIAL TOPICS IN MANAGEMENT & MARKETING
1CR
This course integrates concepts studied in the Principles of Management, Sales/Customer Service, and Microeconomics classes as students create a marketing and management plan for the capstone project.

BUS205 SPECIAL TOPICS IN BUSINESS TODAY
1 CR
This course integrates concepts studied in the Principles of Marketing, Principles of Accounting, and Macroeconomics classes as students explore case studies in business practices.

BUS255 SPECIAL TOPICS IN ENTREPRENEURSHIP
1CR
This course integrates concepts studied in the Entrepreneurship and other business or sports management classes as students finalize and present their capstone projects.

⏩ BA100 INTRODUCTION TO BUSINESS
3 CR
This course explores the free enterprise system and its business organizations with a broad overview of how objectives are set, decisions are made, and activities are organized. Topics include managerial

responsibilities, organizational structures, and the functional activities of marketing, finance, production, and human resources.

### BA 130 LEADERSHIP
3 CR

This course develops personal and professional qualities that contribute to leadership. Through a series of journal writings, in-class exercises, and short papers, students develop the self-awareness, self-motivation, and self-discipline that characterize successful students and effective leaders. Concepts, principles, and skills of leadership are applied in concrete and practical ways to enhance personal development.

### BA210 Principles of Marketing
3 CR

This course introduces the scope and role of marketing in enhancing the welfare of consumers, organizations, and society. Key concepts include: consumer behavior; the marketing research process; segmenting markets; choosing marketing strategies; positioning products; the four P's of the marketing mix; recognizing external influences on marketing; identifying legal, regulatory, and ethical issues in marketing; and development of a strategic marketing process.

### BA 222 Introduction to Health & Human Performance
3 Cr

This course provides insight into physical education and sport as they relate to the athletic industry.

### BA 212 Introduction to Recreation & Sports Management
3 CR

This course provides an introduction to the nature, scope and significance of recreation and sport management in today's world.

### MA 245 Care & Prevention of Athletic Injuries
3 CR

The course introduces the etiology, nature and severity of athletic injuries. The role and responsibilities of various individuals who comprise the sports medicine team will be explored. Key concepts include: basic skills in taping, splinting, and bracing for common musculoskeletal injuries; recognizing signs and symptoms for common injuries; evaluation, diagnostic techniques and acute treatment for common injuries and life-threatening conditions; basic methods and techniques to prevent acute athletic injuries; steps of emergency preparedness and developing an action plan for life-threatening illnesses and conditions.

### BA 235 PRINCIPLES OF ACCOUNTING I (Financial).
4 CR

This course presents generally accepted accounting principles (GAAP) that underlie the preparation and interpretation of financial statements with emphasis on the principles of revenue recognition, matching principle, and determination of proper balance sheet valuations of assets and liabilities. Fundamental accounting concepts and procedures employed by business entities are covered including the accounting

cycle, income statement, balance sheet, merchandise, cash, systems and controls, receivables, inventories, plant and intangible assets, and current liabilities.

BA245 Business Law
3 CR
This course provides an introduction to American law sources, the American court system and processes, and methods of alternative dispute resolution. Key concepts include: the relevance of ethical and legal considerations when making strategic business decisions; the difference between negligence, intentional torts, and strict liability within tort law; contract elements and important characteristics of performance and breach; fundamental principles of personal, real and intellectual property; nature and function of agency and employment law; duties and potential liability of various business entities.

BA 260 PRINCIPLES OF MANAGEMENT
3 CR
This course covers managing organizations through fundamental processes of developing plans, structuring work relationships, coordinating effort and activities, directing and motivating subordinates, and control mechanisms. Topics include managerial roles and responsibilities, effective decision-making, productivity improvement, and models and theories of human behavior.

BA 265 PRINCIPLES OF ACCOUNTING II (Managerial)
4 CR
This course extends the knowledge of Principles of Accounting I and covers managerial accounting techniques. Topics include product, job and activity-based costing, cost-volume-profit analysis, budgeting, variance analysis, cash flow analysis and financial statement analysis.
Prerequisite: Successful completion of BA 235 Principles of Accounting I or equivalent material with a grade of "C" or better.

BA 270 ENTREPRENEURSHIP
3 CR
This course serves as the capstone course for the Business Technology program; students will complete the capstone project in this course. This course introduces the concept of entrepreneurship and its place in contemporary business and society. Students will explore the personal and professional attributes considered essential for the successful entrepreneur. Basic management, marketing, and financial principles will be discussed as well as the skills needed to manage and monitor the business/product life cycle.

BT 169 BUSINESS COMMUNICATIONS
3 CR
This course covers how one communicates effectively in business situations across all forms of communications—written and oral, verbally and non-verbally, sending and receiving. The focus will be on writing clearly, concisely, and cohesively in business messages and reports. Emphasis is placed on a three-step writing process with hands- on examples for communicating effectively across all media, including electronic and interactive formats.

ᐧ⃝ ECON 200 MICROECONOMICS
3CR
This course examines microeconomics topics such as consumer demand theory, utility analysis, production process, cost of production, market and market structures, competition and the notion of efficiency, wage determination, regulation, unionization, and selected contemporary issues.

ᐧ⃝ ECON 210 MACROECONOMICS
3 CR
This course will begin with an introduction to the field of economics, history of economic thought, economic theories and methodology. The course examines macro-structural issues such as Gross Domestic Product (GDP), unemployment, inflation, stagflation, Fiscal policy, Keynesian economics, Money and Banking, Monetary policy, Monetarism, economic growth and development, international trade and finance, and selected contemporary issues.

**NORTHWEST TECH**
NORTHWEST KANSAS TECHNICAL COLLEGE

| 2023-2024 NWKTC Catalog and Student Handbook |
|---|
| Carpentry |

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**Description:** Carpentry is a practical technical program that provides training in the necessary job skills and related technical information used in the construction and cabinet-making trades. The program introduces all phases of residential carpentry.

Each phase of construction work is preceded with classroom information to prepare the student for actual work experience. Job skills are honed through projects such as the construction of a complete residential home, remodeling work, on/off-campus jobs, and shop projects.

Courses include floors, walls, ceilings, framing, roof framing, windows, doors, stairs, concrete/masonry, flooring and exterior finishes, interior finishes and stains, drywall and insulation, building codes, cabinets, countertops, and commercial applications. Successful students will be poised to advance to the journeyman and master tradesman levels after entering the profession.

**Degree/Certificates awarded:**
AAS
Tech Cert B, Tech Cert C

**Accreditation/Certification: NCCER**

**Program Learning Outcomes:**
Upon successful completion of the program, students are able to:
- Demonstrate knowledge of safety involved with the building construction industry.
- Demonstrate knowledge and skills to properly operate manual and power tools used in residential construction.
- Possess knowledge to perform tasks of entry-level building construction employment.
- Demonstrate proficiency of layout and assembly of framing.
- Demonstrate mathematical and reasoning skills.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.

**Program Schedule:**
Students attend class from 7:00 a.m. to 3:30 p.m., Monday through Friday.

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## PROGRAM GUIDE

### YEAR I:  FIRST SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| GC 100 | OSHA 10 | 1 |
| GC 105 | Introductory Craft Skills | 3 |
| GC 110 | Carpentry Basics | 4 |
| GC 120 | Floors, Walls, & Ceiling Framing | 4 |
| GC 125 | Roof Framing | 3 |
| HUM 102 | Workplace Ethics (or Gen Ed Elective) | 3 |
| SO 100 | Student Success Seminar (Required) | 1 |

### YEAR I:  SECOND SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| AE 205 | Forklift Operator Training* | 1 |
| ENGL 105 | Technical Writing (or Communications Elective) | 3 |
| GC 135 | Windows, Doors, & Stairs | 3 |
| GC 155 | Roofing & Exterior Finishes | 3 |
| GC 175 | Interior Finishes | 3 |
| GC 177 | Drywall & Insulation | 3 |
| MATH 105 or 107 | Technical Math (or Math Elective) | 3 |

### YEAR II:  FIRST SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| BA 215 | Personal Finance (Required) | 3 |
| CF 101 | Computer Fundamentals (or Natural & Applied Science Elective) | 3 |
| EL 105B | Basics of Electricity | 1 |
| EN 184 | Applications of CAD/CAM in Construction Technology | 2 |
| GC 150 | Residential Concrete/Masonry | 2 |
| WD 210 | Metal Fabrication | 2 |

### YEAR II:  SECOND SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| GC 215 | Building Codes | 3 |
| GC 220 | Interior Stain and Finishes | 3 |
| GC 225 | Commercial Applications | 3 |
| GC 235 | Cabinets/Countertops | 3 |
| GC 280 | Carpentry Specialization | 2 |

## COURSE DESCRIPTIONS

GC 100 SAFETY & ORIENTATION (OSHA 10)
1 CR
Through this course, students are introduced to the construction industry. Personal safety is emphasized through the student learning OSHA laws. Additionally, each student will be required to successfully pass the OSHA 10 safety test.

GC 105 INTRODUCTORY CRAFT SKILLS
3 CR
Students will utilize the NCCER curriculum modules for: Basic Safety, Introduction to Construction Math, Introduction to Hand and Power Tools, Introduction to Blue Prints, Basic Rigging, Basic Communication Skills, and Basic Employability Skills.

GC 110 CARPENTRY BASICS
4 CR
This course follows the NCCER modules for: Orientation to the Trade, Building Materials, Fasteners, and Adhesives, Hand and Power Tools, and Reading Plans and Elevations.

GC 120 FLOORS, WALLS & CEILING FRAMING
4 CR
Utilizing the NCCER curriculum modules students will learn framing basics as well as the procedures for laying out and construction of floors, framing walls and ceilings. Also included in the course is: roughing-in door and window openings, constructing corners and partitions Ts, bracing walls and ceilings, and applying sheathing.

GC 125 ROOF FRAMING
3 CR
Following the NCCER module, students will be learning the various kinds of roofs and instructed on how to lay out rafters for gable roofs, hip roofs, and valley intersections. Coverage also includes both stick-built and truss-built roofs.

GC 135 WINDOWS, DOORS & STAIRS
3 CR
Utilizing the NCCER curriculum module, students will learn the various types of windows, skylights, exterior doors, weather-stripping and locksets. Also included in the modules are the techniques for measuring and calculating rise, run and stairwell openings, laying out stringers and fabricating basic stairways.

GC 150 RESIDENTIAL CONCRETE/MASONRY
2 CR
This course is the study of concrete mixtures, footing forms, wall forms, flat works, concrete stairs and slump tests. Students will also learn brick/lock laying foundations, walls and wall finishes and exterior stucco.

GC 155 ROOFING & EXTERIOR FINISHES
3 CR
The use of common materials used in residential and light commercial roofing, along with safety practices and application of material is covered. In addition, students will learn uses and benefits of various types of exterior siding and perform installation of exterior finishes.

GC 175 INTERIOR FINISHES
3 CR
This unit covers various types of gypsum drywall, their uses, fastening devices and methods used to install them. Students will learn different drywall finishing, painting and tile installation.

GC 177 DRYWALL & INSULATION
3 CR
Various types of gypsum drywall, their uses, fastening devices, and methods used for installation are covered in this course along with installation of various types of insulating materials, vapor barriers and waterproofing materials. In addition, instruction of various tools and methods of finishing drywall are also included in the course.

GC 215 BUILDING CODES
3CR
This course is an overview of the regulations that govern the safety of residential construction. The course also includes the design, construction, use, occupancy and location of residential dwellings.

GC 220 INTERIOR STAIN AND FINISHES
3 CR
This course focuses on the various materials used for coatings that cover all types of finishes, including wood and other materials such as metals and drywall. The course will provide instruction and experience in paints, stains, varnishes, and various synthetic materials both clear and colored.

GC 225 COMMERCIAL APPLICATIONS
3 CR
This course will introduce students to light commercial structures. Topics to be covered include metal stud framing, commercial doorframes, hardware, and suspended ceilings.

GC 235 CABINETS/COUNTERTOPS
3 CR
Utilizing materials, tools and methods used in cabinet making, students will complete layout designs, construct and install cabinetry. Students will also learn how to install various countertop materials.

GC 280 CARPENTRY SPECIALIZATION
2 CR
Students will get on-the-job experience by working with qualified personnel in a construction field. The instructor/advisor, the construction supervisor/coordinator and the student will agree upon work hours and objectives. Student progress will be gauged by meeting objectives and by a written report from the supervisor/coordinator.

EL 105B BASICS OF ELECTRICITY
1 CR
This introductory course will provide students the basic principles of electricity including sources of voltage and direct currents.
Pre-requisite: open only to Carpentry students

EN 180A COMPUTER AIDED DRAFTING (CAD) I
2 CR
This course instructs on the application of computer-aided design (CAD) and computer-aided manufacturing (CAM) in the field of carpentry.  Students will learn the basics of 3D CAD, CNC router programming, and operations. By the end of this course, students will have the knowledge and skills needed to design and build custom woodworking items using CNC machines.
Pre-requisite: open only to Carpentry students

WD 210 METAL FABRICATION
2 CR
This course details the safety requirements for welding and oxyfuel cutting. It identifies equipment and provides instruction for setting up, lighting, and using the equipment.

NORTHWEST TECH
NORTHWEST KANSAS TECHNICAL COLLEGE

| **2023-2024**<br>**NWKTC Catalog and Student Handbook** |
| :---: |
| Certified Medication Aide (C.M.A) |

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| **Description:**<br>This course provides an introduction to the classification and side effects of common medications.  Key concepts include the techniques of administration, preparation and accurate distribution of medications. Safe administration of oral medications is discussed and demonstrated. |
| :--- |
| **Degree/Certificates awarded:**<br>Certificate of Completion |
| **Accreditation/Certification:**<br>Kansas Department of Aging and Disability Services – Certified Medication Aide |
| **Program Learning Outcomes:**<br>Upon successful completion of this program, students will be able to:<br>• Register to challenge the Kansas C.M.A. exam if all certification requirements are met |

## COURSE DESCRIPTIONS

AL 155 CERTIFIED MEDICATION AIDE
4 CR
This course includes the development of knowledge related to many commonly prescribed medications. Students will learn the classification, side effects and techniques of administration, including preparation and accurate distribution of medications. Safe administration of oral medications is discussed and demonstrated. Students will be scheduled to take the Kansas CMA examination.
Pre-requisite: Students must already be a certified nurse aide before enrolling this course.  Students must be at least 18 years of age before enrolling in this course.

NORTHWEST TECH
NORTHWEST KANSAS TECHNICAL COLLEGE

| **2023-2024**<br>**NWKTC Catalog and Student Handbook** |
| :---: |
| Certified Nurse Aide (C.N.A) |

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| **Description:**<br>This course provides classroom and clinical instruction for the primary care of clients in long-term and acute care facilities. Students learn skills for daily hygiene, bedside care, vital sign measurement, positioning and safe transfer of clients. |
| :--- |
| **Degree/Certificates awarded:**<br>Certificate of Completion |
| **Accreditation/Certification:**<br>Kansas Department of Aging and Disability Services – Certified Nurse Aide |
| **Program Learning Outcomes:**<br>Upon successful completion of this course, students will be able to:<br>• Demonstrate nursing skills and patient care<br>• Register to challenge the Kansas C.N.A. exam if all requirements for certification are met |
| **Miscellaneous Notes:**<br>The course consists of didactic (classroom) instruction and lab skill instruction.<br>Following the lab skill check-off assessment, students complete a practicum experience. |

## COURSE DESCRIPTIONS

AL 150 CERTIFIED NURSES AIDE
5 CR
This course provides classroom and clinical instruction for the primary care of clients in long-term and acute- care facilities. Students learn skills for daily hygiene, bedside care, vital sign measurement, positioning and safe transfer of clients. The class prepares and schedules the student to take the Kansas CNA examination.

**NORTHWEST TECH**
NORTHWEST KANSAS TECHNICAL COLLEGE

| **2023-2024**<br>**NWKTC Catalog and Student Handbook** |
|---|
| COMPUTER GRAPHICS TECHNOLOGY |

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**Description:** Computer Graphics Technology integrates art and technology with business and communications in a wide range of applications. Areas of study include graphic design, digital photography, publishing, audio production, animation, web, and UX/UI design.

The program runs a full-service creative studio where students gain experience working on projects from end-to-end with real-world clients. Students will graduate with a portfolio tailored to their career path, and the opportunity to become Adobe Certified Associates and Adobe Certified Professionals.

Students will be prepared for entry-level careers in a variety of creative fields in the art, design, and digital media industry.

**Degree/Certificates awarded:**
AAS
Tech Cert B

**Program Learning Outcomes:**
Upon successful program completion, students are able to:
- Understand and apply design principles utilizing various digital technologies and traditional mediums.
- Utilize photography and typography for graphic communications.
- Create scripts and storyboards utilized to produce audio/video capture and editing in post-production.
- Design and produce websites, applications, and digital experiences.
- Design, demonstrate and produce a final digital, print, and installation of a final

**Program Schedule:**
Students attend class from 8:00 a.m. - 3:00 p.m., Monday through Friday

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PROGRAM GUIDE

YEAR I: FIRST SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| CF 101 | Computer Fundamentals and Applications (Required) | 3 |
| CG 103 | Basic Design in Computer Graphics | 3 |
| CG 107 | Drawing I. | 2 |
| CG 108A | Computer Design I | 3 |

*Revised August 2023. Return to first page of Program*

| CG 112A | Layout & Design I | 3 |
|---------|-------------------|---|
| CG 116 | Typography | 3 |
| CG 125 | Design for Print | 3 |
| MATH 105 or 107 | Technical Math | 3 |
| SO 100 | Student Success Seminar (Required) | 1 |

### YEAR I:  SECOND SEMESTER

| Course # | Course Name | Credits |
|----------|-------------|---------|
| CG 117A | Computer Design II | 3 |
| CG 118A | Layout & Design II | 3 |
| CG 122 | Digital Imaging I | 2 |
| CG 171A | Web Design I | 3 |
| CG 223 | Digital Media I | 3 |
| ENGL 110 or 112 | English Composition I (Required) | 3 |
| HUM 102 | Workplace Ethics (or Gen Ed Elective) | 3 |

### YEAR II: FIRST SEMESTER

| Course # | Course Name | Credits |
|----------|-------------|---------|
| BA 215 | Personal Finance | 3 |
| CG 205 | Computer Design III | 3 |
| CG 230 | Layout & Design III* | 3 |
| CG 250A | Web Design II | 3 |
| CG 273 | Digital Media II | 3 |

### YEAR II:  SECOND SEMESTER

| Course # | Course Name | Credits |
|----------|-------------|---------|
| CG 228 | Digital Imaging II | 2 |
| CG 265 | Layout & Design IV | 3 |
| **CG 275** | Portfolio Development | 3 |
| CG 285 | Digital Media III | 3 |
| CG 280 | Occupational Work Experience | 2 |
| or CG 279 | or Advanced ~~Project~~...Graphic Design | |

## COURSE DESCRIPTIONS

CG 103 BASIC DESIGN IN COMPUTER GRAPHICS
3 CR
There is not one singular formula for creating great artistic compositions, however there are underlying methods and principles that can be used as a roadmap to reaching more pleasing visual relationships. This course will explore the elements and principals involved in creating harmonious compositions and explore how artists throughout history have employed them to create compelling, original works of art.

CG 107 DRAWING I
2 CR
Ideas are what truly engage people and design without ideas is like a water bottle with a giant hole in it; you can constantly fill it up, but you still end up with nothing. This course helps students to develop the elemental skills necessary to produce ideas, regardless of their artistic level, through exploratory drawing and composition. The purpose of this course is for students to discover new possibilities, to look beyond the obvious, because all good design work is based on experimentation, and seeing the world through new eyes. Students explore concepts including, but not limited to: line, form, space, perspective, positive- negative space, various medias, textures and different ways to generate ideas.

CG 108A COMPUTER DESIGN I
3 CR
This course provides a thorough introduction to several industry standard design programs. Fundamental program functions and operational skills are developed with applied projects. Exposure to a range of different types of projects forms a basis for the understanding of the programs.

CG 112A LAYOUT & DESIGN I
3 CR
This course teaches the essence of communicating with words as well as images. This course deals not only with words as a written means of communication, but also with the more challenging concept of words as a means of visual communication. By exploring basic rules of typography students develop the skills necessary to express many different ideas and how type can affect the ideas communicated in a design. This course also incorporates projects that cultivate usage of standard journalist typography rules and methods such as type measurement, alignment, editing marks, and standard readability issues.

CG 116 TYPOGRAPHY
3 CR
The essence of all good design is communicating words as well as images. This course deals not only with words as a written means of communication, but also with the more challenging concept of works as means of visual communication. By exploring basic rules of typography students develop the skills necessary to express many different ideas and how type can affect the ideas communicated in a design. This course also incorporates projects that cultivate usage of standard journalist typography rules and methods such as type measurement, alignment, editing marks, and standard readability issues.

CG 117A COMPUTER DESIGN II
3 CR
This course further develops the skills learned in Computer Design I by delving deeper into the design programs; combining them to create an advanced design structure. Students gain a more intimate knowledge of each of the design programs; learning how they can best be used to express the ideas of the designer. Learning how the programs function together to solve design problems in a creative and competent way.

CG 118A LAYOUT & DESIGN II
3 CR
This course further develops the skills learned in Layout & Design I. Students reach an advanced level of design using analysis and creative solutions of design & communication to generate the best possible solutions. Discussion and application of branding, editorial, commercial, and promotional design provide a well-rounded experience base. Going beyond layout & design this course also provides a fundamental understanding of marketing, cohesive campaigns, target audiences and self-evaluation.

CG 122 DIGITAL IMAGING I
2 CR
This course provides an introduction to digital photography for the beginning designer. Basic concepts such as lighting, framing and staging are delved into. These concepts allow designers to choose appropriate images from stock photography, commercial photographers, or to take images of their own that meet the needs of their projects

CG 125 DESIGN FOR PRINT
3 CR
This course provides students with the knowledge of printing processes available as well as different types of ink, binding, die-cuts and other options available to designers when designing & printing projects. Basic knowledge of

paper weights, types and proper uses. Real life experiences estimating and bidding printing costs including creating pre-press bidding packets and performing proof checks.

CG 171A WEB DESIGN I
3 CR
This course introduces the student to what makes a great web site. The student discovers how layout and design, color, typography, relates to the world of web. We discuss how to apply the lessons of great layout and design to web design. Web design principles, storyboarding, site structure, design strategies, and browser capabilities are all discussed.

CG 205 COMPUTER DESIGN III*
3 CR
This advanced course builds on concepts from previous computer design courses for continued development of the digital skills necessary to be proficient and effective as a computer graphics technician. Students will demonstrate an advanced understanding of vector, raster and publication software, and utilize all to complete industry compliant projects. Also introduced will be the creation of business documents and form using Adobe Acrobat Pro and the publication of interactive digital documents using Adobe InDesign.

CG 223 DIGITAL MEDIA I
3 CR
This course provides an introduction to the development of commercial motion graphics. Students will be given an comprehensive introduction to industry standard animation software and given projects that will help them develop a range of valuable motion design skills. Projects will require the development of effective time management skills as well as an efficient production workflow. Students will also be exposed to basic video and audio recording, editing, and publishing.

CG 228 DIGITAL IMAGING II
2 CR
Digital Imaging II focuses on advanced photographic techniques. Students will become proficient in determining camera settings for shooting in manual mode with natural and studio lighting. Development of a workflow for processing RAW photos and delivering finished images to a client will be covered. Students explore concepts including high dynamic range (HDR), panoramic and product photography

CG 230 LAYOUT & DESIGN III
3 CR
This course takes the skills learned in Layout and Design I and II and builds upon that skill base. The principles of graphic design are further honed. The student is exposed to additional layout and design challenges that build further confidence and great pieces for a strong portfolio. This course is mainly about big projects and complex software experiences portfolio. This course is mainly about big projects and complex software experiences.

CG 250A WEB DESIGN II
3 CR
This course further develops the skills learned in Fundamentals of Web Design by delving deeper into web design & a variety of design programs; combining them to create an advanced web design structure. Students gain a more intimate knowledge of web design through use of tables, CSS, forms, links & images. Inclusion of interactivity, animation, video and audio in web sites is also included.

CG 265 LAYOUT & DESIGN IV
3 CR
Working from the skill base built in Layout and Design I, II and III, students will develop larger projects in both print

and digital formats. Students will demonstrate a workflow for their design processes and business timelines. Emphasis in this course is placed on professionalism, productivity, time management and meeting the need of a client.

CG 273 DIGITAL MEDIA II
3 CR
This course is an introduction to the development of three-dimensional graphics and animations. Students will explore the software and processes involved in developing three-dimensional modeling and animation. Cinema 4D will be utilized to model, texture, animate, and render three-dimensional projects.

CG 275 PORTFOLIO DEVELOPMENT
3CR
Essential to any designer is their portfolio. This course is a compilation of everything the students have done and achieved throughout the program. This is also their last chance to fine tune and perfect their work. Traditionally, portfolios are a collection of printed items such as brochures & posters mounted in a portfolio case. While these traditional portfolios are important, so is developing a CD & Web site portfolio that can be easily sent anywhere in the world providing designers with a broader set of employment opportunities. By the conclusion of this course each student will have completed a traditional print portfolio, a CD portfolio, and a functional Web site portfolio. This course also provides the knowledge of when it is appropriate to use each type of portfolio. The goal is a well-rounded high quality set of portfolios.

CG 279 ADVANCED PROJECT (ELECTIVE)
2CR
The students will work with a non-profit corporation or a business to develop a plan to meet the communication needs of the business or develop another project that coincides with their future employment goals.

CG 280 OCCUPATIONAL WORK EXPERIENCE (ELECTIVE)
2CR
Occupational work experience is actual on-the-job training. This is designed for each individual student and the instructor shall maintain contact and support of the student during this final phase of their education. Students are highly encouraged to participate in the Occupational Work Experience/Internship Program.

CG 285 DIGITAL MEDIA III
3CR
In this course, students will explore 3D Graphics software like Adobe Dimension, Cinema 4D, or Maya to create animations. Students will also gain experience working with the MakerBot to create and print 3D objects.

**NORTHWEST TECH**
NORTHWEST KANSAS TECHNICAL COLLEGE

| 2023-2024
NWKTC Catalog and Student Handbook |
| --- |
| Childcare Specialist (online only) |

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**Description:**
The Childcare Specialist program prepares students to serve as teacher's aides and Lead Teachers in a variety of child care facilities that serve infants, toddlers, and pre-school age children. Core concepts to be addressed include the developmental stages (physical, social, intellectual, and emotional) of infants, toddlers and pre-school aged children; legal and ethical considerations in child care; observing and recording children's behavior, and building relationships with the children's families and the community at large.

**Degree/Certificates awarded:**
AAS
Tech Cert A, Tech Cert B

**Accreditation/Certification:**
The Council for Professional Development - CDA (Child Development Associate)

**Program Learning Outcomes:**
Upon successful completion of the program, students will be able to:
1. Plan a safe and healthy learning environment for infants, toddlers and pre-school-aged children
2. Advance children's physical development
3. Advance children's intellectual development
4. Advance children's social development
5. Advance children's emotional development
6. Implement strategies for building relationships with families and communities
7. Observe and record children's behavior
8. Abide by principles of ethical conduct and professionalism, following local, state and federal laws pertaining to child care.

**Program Schedule:**
This program is offered online, with a variety of practicum experiences that must take place in a local child care facility. Students will work with the program instructor to secure the practicum sites.

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## PROGRAM GUIDE

### YEAR I:  FIRST SEMESTER

| Course # | Course Name | Credits |
| --- | --- | --- |
| CCS 100 | Principles of Child Development and Learning | 3 |
| CCS 105 | Early Childhood Health and Safety | 1 |
| CCS 110 | Pediatric First Aid and CPR | 1 |
| CCS 115 | Early Childhood Physical and Intellectual Development | 3 |
| CCS 130 | Observing and Recording Children's Behavior | 2 |
| CCS 132 | Child Care Observations | 1 |
| CCS 140 | Childcare Regulations and Operations | 2 |
| **CCS 155** | **Child Care Lab I: Infants/Toddlers...OR** | **4** |
| **CCS 160** | **Child Care Lab I: Preschoolers...OR** | |
| **CCS 165** | **Child Care Lab I: In Home Care...OR** | |
| **CCS 166** | **Child Care Lab I: Home Visitor** | |
| SO 100 | Student Success Seminar (Required) | 1 |

### YEAR I:  SECOND SEMESTER

| Course # | Course Name | Credits |
| --- | --- | --- |
| CCS 120 | Early Childhood Social and Emotional Development | 3 |
| CCS 125 | Building Relationships with Families and Communities | 1 |
| CCS 135 | Early Childhood Ethics and Professionalism | 1 |
| CCS 145 | Preparation for CDA Certification | 1 |
| CCS 150 | Portfolio Development for Early Childhood | 3 |
| CCS 170 | Nutrition for the Young Child | 1 |
| CCS 175 | Young Children with Special Needs | 1 |
| **CCS 156** | **Child Care Lab II: Infants/Toddlers...OR** | **3** |
| **CCS 162** | **Child Care Lab II: Preschoolers...OR** | |
| **CCS 167** | **Child Care Lab II: In Home Care...OR** | |
| **CCS 168** | **Child Care Lab II: Home Visitor** | |
| **CCS 157** | **Child Care Lab III: Infants/Toddlers...OR** | **3** |
| **CCS 163** | **Child Care Lab III: Preschoolers...OR** | |
| **CCS 169** | **Child Care Lab III: In Home Care...OR** | |
| **CCS 171** | **Child Care Lab III: Home Visitor** | |

### YEAR II:  FIRST SEMESTER

| Course # | Course Name | Credits |
| --- | --- | --- |
| CCS 200 | Early Childhood Language and Literacy | 3 |
| CCS 205 | Early Childhood Inclusion and Diversity | 3 |
| COMM 150 | Interpersonal Communication (or Communications Elective) | 3 |
| HUM 105 | Ethics (or Gen Ed Elective) | 3 |
| MATH 115 | College Algebra | 3 |

MATH 117          College Algebra w/Review

YEAR II:  SECOND SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| ART 101 | Art Appreciation (or Gen Ed Elective) | 3 |
| BA 215 | Personal Finance *Required | 3 |
| CCS 210 | Recognizing Abuse and Neglect | 1 |
| CCS 215 | Creative Experiences with Young Children | 2 |
| CF 101 | Computer Fundamentals (or Science Elective) | 3 |
| ENGL 110 | English Composition I (or Communications Elective) | 3 |

## COURSE DESCRIPTIONS

CCS 100 PRINCIPLES OF CHILD DEVELOPMENT AND LEARNING
(3 credits)
This course provides an overview of theories addressing the psychosocial stages of children (birth to eight years of age).  Special attention will be paid to the learning process and how child care providers can enhance children's development by incorporating age-appropriate strategies and techniques derived from the various theoretical orientations.

CCS 105 EARLY CHILDHOOD HEALTH AND SAFETY
(1 credit)
This course provides an in-depth look at how infants and toddlers interact with their physical environments, leading to health and safety concerns.  Students will research how to create and maintain a safe and healthy environment that meets and/or surpasses state guidelines.

CCS 110 PEDIATRIC FIRST AID AND CPR
(1 credit)
This course provides hands-on training for administering first aid and CPR to infants, toddlers and preschoolers.  This course will require physical attendance to complete the training; students should work with instructors to identify the dates/times of training.

CCS 115 EARLY CHILDHOOD PHYSICAL AND INTELLECTUAL DEVELOPMENT
(3 credits)
This course provides an overview of the milestones and developmental tasks related to physical and cognitive/intellectual growth of infants, toddlers and preschoolers.

CCS 120 EARLY CHILDHOOD SOCIAL AND EMOTIONAL DEVELOPMENT
(3 credits)
This course provides an overview of the milestones and developmental tasks related to social and emotional growth of infants, toddlers and preschoolers.

CCS 125 BUILDING RELATIONSHIPS WITH FAMILIES AND COMMUNITIES.
(1 credits)
This course introduces the principles of collaborating with and educating the families and communities in which the child care provider operates.  Students will be required to identify relevant resources within their local communities that will address the needs of families with young children.

CCS 130 OBSERVING AND RECORDING CHILDREN'S BEHAVIOR
(2 credits)
This course introduces the skills and processes necessary for observing and recording children's behavior.  Ethical considerations and confidentiality will be emphasized.  Students will practice skills by visiting child care settings to observe children's behavior.  The final project in this class requires students to apply their knowledge by conducting an in-depth study of one child, preparing a professional write-up of the child's developmental levels.

CCS 132. CHILDCARE OBSERVATIONS.
1 CR
This course introduces students to the range of options available to them in the early childhood field.  They will observe child care in a variety of settings including but not limited to Head Start, faith-based preschool, in-home childcare, childcare center and home visiting.  Students will explore the differences between the various settings and consider their skills and preferences to guide their career trajectory.

CCS 135 EARLY CHILDHOOD ETHICS AND PROFESSIONALISM
1 CR
This course provides an exploration of ethical dilemmas that the child care provider may face.  Emphasis will be placed on how to resolve moral/ethical dilemmas in a professional manner.  Additional topics include how child care providers engage in professional development, join professional organizations, and advance their careers.

CCS 140 CHILD CARE REGULATIONS AND OPERATIONS
2 CR
This course introduces the regulations pertaining to child care settings in the state of Kansas.  Students will identify regulations such as fire safety inspections, child-provider ratios for each type of child care setting; licensing regulations; mandates for reporting incidents and other requirements that are current at time of the class.  Additional topics include record keeping, budgeting, facility managements, family involvement, and hiring/training/supervising/evaluating staff.

CCS 145 PREPARATION FOR CDA CERTIFICATION
1 CR
This course provides an overview of the expectations and requirements for individuals preparing to enter the child care setting in the state of Kansas.  Preparing for the CDA certification and child care lab experiences will be emphasized.  Students will be required to meet eligibility requirements (background check; TB test; other vaccinations or tests as required by current laws or guidelines).  Students who do not pass the background check or other required tests will not be eligible to enter the child care setting.

CCS 150 PORTFOLIO DEVELOPMENT FOR EARLY CHILDHOOD
3 CR
This course provides an opportunity for students to prepare their CDA-required professional portfolio, which is a collection of reference materials related to working with children and families.  Portfolios must adhere to the CDA Competency Standards.

CCS 155 CHILD CARE LAB I: INFANTS/TODDLERS
4 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on infants.  Students will complete at least 160 hours of working directly with infants.  Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CCS 156 CHILD CARE LAB II: INFANTS/TODDLERS

3CR

This course provides an opportunity for students to complete the CDA-required professional work experience focusing on infants.  Students will complete at least 160 hours of working directly with infants.  Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CCS 157 CHILD CARE LAB III: INFANTS/TODDLERS
3CR

This course provides an opportunity for students to complete the CDA-required professional work experience focusing on infants.  Students will complete at least 160 hours of working directly with infants.  Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CCS 160 CHILD CARE LAB I:  PRESCHOOLERS
 4 CR

This course provides an opportunity for students to complete the CDA-required professional work experience focusing on toddlers.  Students will complete at least 160 hours of working directly with toddlers.  Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CCS 162 CHILD CARE LAB II:  PRESCHOOLERS
 4 CR

This course provides an opportunity for students to complete the CDA-required professional work experience focusing on toddlers.  Students will complete at least 160 hours of working directly with toddlers.  Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CCS 163 CHILD CARE LAB III:  PRESCHOOLERS
3 CR

This course provides an opportunity for students to complete the CDA-required professional work experience focusing on toddlers.  Students will complete at least 160 hours of working directly with toddlers.  Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CCS 165 CHILD CARE LAB I:   IN-HOME CARE
4 CR

This course provides an opportunity for students to complete the CDA-required professional work experience focusing on preschoolers.  Students will complete at least 160 hours of working directly with preschoolers.  Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CCS 167 CHILD CARE LAB II:   IN-HOME CARE
3 CR

This course provides an opportunity for students to complete the CDA-required professional work experience focusing on preschoolers.  Students will complete at least 160 hours of working directly with preschoolers.  Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CCS 169 CHILD CARE LAB III:   IN-HOME CARE
3 CR

This course provides an opportunity for students to complete the CDA-required professional work experience focusing on preschoolers.  Students will complete at least 160 hours of working directly with preschoolers.  Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CCS 166 CHILD CARE LAB I:   HOME VISITOR
4 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on preschoolers.  Students will complete at least 160 hours of working directly with preschoolers.  Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CCS 168 CHILD CARE LAB II:   HOME VISITOR
3 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on preschoolers.  Students will complete at least 160 hours of working directly with preschoolers.  Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CCS 171 CHILD CARE LAB III:   HOME VISITOR
3 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on preschoolers.  Students will complete at least 160 hours of working directly with preschoolers.  Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CCS 170 NUTRITION FOR THE YOUNG CHILD
1 CR
This course introduces the basic factors that impact child health.  Students will identify and apply the nutritional guidelines for providing meals and snacks to children in the child care setting.  Students will also prepare informational materials targeting families of young children regarding nutritional guidelines.

CCS 175 YOUNG CHILDREN WITH SPECIAL NEEDS
1 CR
This course offers an overview of various physical or developmental challenges that may impact child care.  Skills pertaining to providing quality care and education along with issues such as positioning, feeding, adaptive equipment, family dynamics, and invasive procedures will be covered.

CCS 200 EARLY CHILDHOOD LANGUAGE AND LITERACY
1 CR
This course introduces theories regarding how young children acquire and develop language skills.  The relationship between language and literacy will be explored.  Students will find age-appropriate language skills (games, books) for infants, toddlers, and preschoolers.

CCS 205 EARLY CHILDHOOD INCLUSION AND DIVERSITY
3 CR
This course introduces theories of inclusion while exploring a broad spectrum of factors that create diversity among young children.  Special emphasis on how child care providers can help young children understand and include individuals who may be different from themselves.

CCS 210 RECOGNIZING ABUSE AND NEGLECT
1 CR
This course provides an overview of signs and symptoms pertaining to childhood abuse and neglect.  Students will learn how to identify the symptoms and how to make referrals to appropriate authorities.

CCS 215 CREATIVE EXPERIENCES WITH YOUNG CHILDREN
2 CR
This course will examine why play is important to the child's development.  Special emphasis will be placed on the various developmental domains and milestones (physical, social, emotional, etc.)

| 2023-2024 NWKTC Catalog and Student Handbook |
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| Cloud-Crypto Computing |

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**Description:** The Cloud-Crypto Computing program offers five tracks to prepare students for entry into the exciting new field of cryptocurrency. After the first year of common core courses, students may choose from the Development/Operations Track; Back-end Track; Front-end Track; Product Design and Project Management Track; or the Blockchain Track.

**Degree/Certificates awarded:**
AAS
Tech Cert B

**Program Learning Outcomes:**
Upon successful completion of the program, the student will be able to:

Year 1
Semester 1
1. Code simple apps with Swift and obtain the Swift Explorations Certification.
2. Explain the structure of a Blockchain and how it works.
3. Implement a cryptocurrency wallet and use a faucet to fill it with test coins.
4. Build a node in a local test network.
5. Use Hash Algorithms, Public Key / Private Key Encryption, and Digital Signatures.
6. Design and implement Objects while following the SOLID principles.
7. Use common design patterns like singletons, factory, and facade.
8. Build an accessible web application using modern HTML, CSS and JavaScript.
9. Use GIT repositories (Push, Pull, Commit, Branch, and Merge).

Semester 2
in teams taking part in each of the roles listed below:
1. Lead a team for one project.
2. Work with a customer and design a prototype.
3. Build a frontend application.
4. Build a database and provide routes to add and remove data.
5. Design and build the coding pipeline for a project.
6. Build and deploy smart contracts on a test network.
7. Build Apps that interact with the smart contracts they have deployed to the test network.
8. Construct a Web Application using a major framework that implements retrieves data from a server.

Year 2
DevOps Track
1. Manage Developer Cloud Accounts and Resources

2. Build Code Pipelines with Continuous Integration / Continuous Deployment.
3. Obtain an AWS Certification (Minimum CCP)
4. Identify common security risks and explain the tools to monitor and stop them.
5. Maintain a GIT Repository and Rollback changes if needed.

### Back-end Track
1. Design and Implement a Relational Database
2. Design and Implement a NoSQL Database
3. Implement a REST Server and interact with it.
4. Implement a GraphQL Server and interact with it.
5. Work with Microservices and Serverless functions.

### Front-end Track
1. Build a responsive application that works with state changes.
2. Build an Android App with Kotlin
3. Fetch Data and Display in Web and Native Apps
4. Refactor an existing frontend to be more efficient.

### Product Design and Project Management
1. Create and Design prototypes for multiple screen sizes and devices.
2. Explain key features of the HIG and Material documents.
3. Use Agile Methodology and Tools to manage a team.

### Blockchain Track
1. Build, Test and Deploy smart contracts.
2. Explain Tokenomics and methods of making a cryptocurrency more or less valuable.
3. Create applications that interact with the smart contracts.

**Program Schedule:**
Students will attend class from 8:00 a.m. - 2:30 p.m., Monday through Friday.

**Miscellaneous Notes:**
The first year of study consists of the core courses that prepare students to choose one of five pathways for the second year of study. Students may choose ONE of the following:  Back-end; Blockchain; Dev Ops; Front-end; Product Design and Project Management.

| PROGRAM GUIDE | | |
|---|---|---|
| **COMMON COURSES in FIRST YEAR** | | |
| YEAR I:  FIRST SEMESTER | | |
| Course # | Course Name | Credits |
| CCC 110 | Object Oriented Programming | 3 |
| CCC 115 | Programming in Swift | 3 |
| CCC 120 | Front-end Web Development | 3 |
| CCC 125 | Blockchain and Cryptocurrency Fundamentals | 3 |
| CF 101 | Computer Fundamentals and Applications (Required) | 3 |
| MATH 120 | Contemporary Math (Required) | 3 |
| SO 100 | Student Success Seminar (Required) | 1 |

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<div align="center">YEAR I:  SECOND SEMESTER</div>

| Course # | Course Name | Credits |
|---|---|---|
| CCC 130 | Software Design I | 4 |
| CCC 135 | Design and Front-end Web Development | 3 |
| CCC 140 | Advanced Programming in Swift | 4 |
| CCC 145 | Cryptocurrency Smart Contracts | 3 |
| CCC 150 | Distributed App Development | 3 |
| HUM 102 | Workplace Ethics (or General Education Elective) | 3 |

## SECOND YEAR: Tracks

### Back-end Track

<div align="center">YEAR II:  FIRST SEMESTER</div>

| Course # | Course Name | Credits |
|---|---|---|
| BA 215 | Personal Finance (Required) | 3 |
| CBE 210 | API Development | 3 |
| CBE 215 | Microservices and Serverless | 3 |
| CBE 220 | Database Management | 3 |
| CBE 225 | Live Work I for Back-end | 3 |
| ENGL 106 | Technical Writing-Coding Documentation | 3 |

<div align="center">YEAR II:  SECOND SEMESTER</div>

| Course # | Course Name | Credits |
|---|---|---|
| CBE 230 | Advanced API Development | 3 |
| CBE 235 | Advanced Databases and Data Caches | 3 |
| CBE 240 | Live Work II for Back-end | 6 |

### Blockchain Track

<div align="center">YEAR II:  FIRST SEMESTER</div>

| Course # | Course Name | Credits |
|---|---|---|
| BA 215 | Personal Finance (Required) | 3 |
| CBC 210 | Intermediate Smart Contracts | 3 |
| CBC 215 | Blockchain Tokenomics | 3 |
| CBC 220 | Intermediate Distributed Application Development | 3 |
| CBC 225 | Live Work I for Blockchain | 3 |
| ENGL 106 | Technical Writing-Coding Documentation | 3 |

<div align="center">YEAR II:  SECOND SEMESTER</div>

| Course # | Course Name | Credits |
|---|---|---|
| CBC 230 | Advanced Smart Contracts | 3 |
| CBC 235 | Advanced Distributed Application Development | 3 |
| CBC 240 | Live Work II for Blockchain | 6 |

### Development & Operations Track

<div align="center">YEAR II:  FIRST SEMESTER</div>

| Course # | Course Name | Credits |
|---|---|---|
| BA 215 | Personal Finance (Required) | 3 |
| CDO 210 | Cloud Systems | 3 |
| CDO 215 | CI/CD Continuous Integration/Continuous Deployment | 3 |
| CDO 220 | Applications Security | 3 |

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| CDO 225 | Live Work I for Development and Operations | 3 |
| ENGL 106 | Technical Writing-Coding Documentation | 3 |

| YEAR II:  SECOND SEMESTER | | |
| Course # | Course Name | Credits |
|---|---|---|
| CDO 230 | Advanced Scripting | 2 |
| CDO 235 | System Monitoring and Billing | 2 |
| CDO 240 | Live Work II for Development and Operations | 6 |
| CDO 245 | Container Management | 2 |

## Front-end Track

| YEAR II:  FIRST SEMESTER | | |
| Course # | Course Name | Credits |
|---|---|---|
| BA 215 | Personal Finance (Required) | 3 |
| CFE 210 | Intermediate Front-end Web Development | 3 |
| CFE 215 | Native iOS Development | 3 |
| CFE 220 | Native Android Development | 3 |
| CFE 225 | Live Work I for Front-end | 3 |
| ENGL 106 | Technical Writing-Coding Documentation | 3 |

| YEAR II:  SECOND SEMESTER | | |
| Course # | Course Name | Credits |
|---|---|---|
| CFE 230 | Native Development | 3 |
| CFE 235 | Advanced Front-end Development | 3 |
| CFE 240 | Live Work II for Front-end | 6 |

## Product Design & Project Management Track

| YEAR II:  FIRST SEMESTER | | |
| Course # | Course Name | Credits |
|---|---|---|
| BA 215 | Personal Finance (Required) | 3 |
| CPD 210 | Responsive Design | 3 |
| CPD 215 | UI/UX User Interface/User Experience | 3 |
| CPD 220 | Team Management | 3 |
| CPD 225 | Live Work I for Product Design | 3 |
| ENGL 106 | Technical Writing-Coding Documentation | 3 |

| YEAR II:  SECOND SEMESTER | | |
| Course # | Course Name | Credits |
|---|---|---|
| CPD 230 | Advanced Team Management | 3 |
| CPD 235 | Advanced UI/UX User Interface/User Experience | 3 |
| CPD 240 | Live Work II for Product Design & Project Management | 6 |

# COURSE DESCRIPTIONS

**First Year Core Courses**

CCC 110  OBJECT ORIENTED PROGRAMMING
3 CR
This course is an introduction to using Object Oriented Design in programming. Focus is placed on design principles like SOLID and common design patterns. The languages used will be Apple Swift and JavaScript. By the end of this course a student should have made a shift in the understanding of procedural programming to object-oriented programming.

CCC 115.  PROGRAMMING IN SWIFT.
3 CR
This is an introductory course to iOS software architecture and programming with a focus on application development. Students will use common frameworks to build utility apps. They will become familiar with Xcode and its debugging tools. They will also review common coding concepts including variables, loops, and conditional statements.

CCC 120.  FRONT-END WEB DEVELOPMENT.
3 CR
This course is an introduction to HTML5, JavaScript, and CSS3. Throughout the course, there will be activities to promote learning basic HTML syntax along with modifying the look with CSS and the action with JavaScript. By the end of the course students will have a functional web game that is responsive to different screen sizes and keeps score.

CCC 125.  BLOCKCHAIN AND CRYPTOCURRENCY FUNDAMENTALS.
3 CR
The block chain offers new ways to build apps that are decentralized rather than stored on a single cloud. In this course, students will learn how blockchain works and how it can be used to keep track of transactions, products, and many other things. This immutable ledger will be used throughout this program as students build modern decentralized apps

CCC 130.  SOFTWARE DESIGN 1
4 CR
This course focuses on live work with teams. Students fulfill different roles that are common in a professional development environment. Each student will practice each of the roles as the class progresses through multiple simulated and real projects.

CCC 135.  DESIGN AND FRONTEND WEB DEVELOPMENT
3 CR
In this course, students will play the role of both the designer and the frontend developer. Students will create designs and implement them in responsive web apps using a Javascript framework.

CCC 140.  ADVANCED PROGRAMMING IN SWIFT
4 CR
This course covers advanced topics in iPhone development. Students will parse JSON and dynamically create views from data stored locally or on the cloud, use Geolocation and Maps to present data, and use requests to post data to their own express servers. SwiftUI will be used to make interfaces look good on all devices. A primary goal is to learn how to research and implement a new feature using their API documentation.

CCC 145.  CRYPTOCURRENCY SMART CONTRACTS
3 CR
This course will go through reading, writing, and debugging smart contracts. It will look into best practices that will prevent the contract from being used in a malicious manner. This course builds off of previous courses with a much more in depth look into the Solidity programming language.

CCC 150.  DISTRIBUTED APP DEVELOPMENT
3 CR

This course focuses on creating frontend applications that connect and talk to the smart contracts that are found in cryptocurrencies.

**Second Year Option: Blockchain Track.**

CBC 210. INTERMEDIATE SMART CONTRACTS
3 CR
In this course, students will continue the journey into learning the Solidity language. Students will cover intermediate topics that build upon the skills learned in the first course. There will be more focus on testing the contracts and creating contracts that will last a long time. We will look at syntax that makes the code more modular and we will look at common security threats that can affect a contract. By the end of this course, students should be at a level where they can get to a point where their smart contracts are ready for auditing.

CBC 215. BLOCKCHAIN TOKENOMICS
3 CR
This course looks at the metrics that can make a Token valuable. We will look at token supply, token distribution, token utility, governance, staking, and market dynamics. This course will go through the process of designing the tokenomics for a token that we could use in a project. Our focus will be on making it sustainable and robust.

CBC 220. INTERMEDIATE DISTRIBUTED APPLICATION DEVELOPMENT
3 CR
Students will continue the journey toward making distributed applications that talk to smart contracts. We will focus on writing cleaner code and focus on ordering our asynchronous code. We will listen for events emitted from the blockchain and go through different ways to troubleshoot your DAPP.

CBC 225. LIVE WORK I FOR BLOCKCHAIN
3 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help bridge the gap between learning in the classroom and gaining experience int the career field. In this track, students will focus on smart contracts, managing tokens, and creating distributed apps.

CBC 230. ADVANCED SMART CONTRACTS
3 CR
This course will focus on finalizing the journey in learning the Solidity language. Students will be able to read, write, and distribute smart contracts on the blockchain. These contracts will be secure and well written to prevent apps from being hacked.

CBC 235. ADVANCED DISTRIBUTED APPLICATION DEVELOPMENT
3 CR
This course covers more advanced topics in Web3 development. Students will continue to improve skills when working with smart contracts with our distributed applications. Our main focus will be finalizing the applications for deployment. This will include auditing the contracts, testing the apps, and preparing for submission to a main network where it will live on forever.

CBC 240. LIVE WORK II FOR BLOCKCHAIN
3 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help the gap between learning in the classroom and gaining experience in the career field. In this track, students will focus on blockchain and DAPP technologies.

**Second Year Option:  Back-end Track**

CBE 210. API DEVELOPMENT
3 CR
This course focuses on developing APIs that frontend developers will connect to. We will look at best practices in naming conventions and different methods of sending and receiving the data.  This will include planning an upgrade to an existing API without breaking apps that currently rely on it.

CBE 215. MICROSERVICES AND SERVERLESS
3 CR
This class covers creating cloud functions and microservices that allow students to design more scalable apps that are not monoliths. Students will build microservices in the cloud and see how they work when connecting them to an app or other microservices.  There will be a focus on using single responsibility for each service along with preventing one fault from taking down the entire system.

CBE 220. DATABASE MANAGEMENT
3 CR
Students will learn to implement both SQL and NoSQL type databases. Students will focus on designing the schema and being able to query it using SQL or JavaScript functions. Students will also build simple APIs to fetch, update, and remove data. We will also look at common patterns we should use in building a database along with patterns we should avoid.

CBE 225. LIVE WORK I FOR BACKEND
3 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help students along the way to help bridge the gap between learning in the classroom. In this track, students will be in charge of the database and any microservices or serverless functions that are needed.

CBE 230. ADVANCED API DEVELOPMENT
3 CR
In this course students look at more advanced patterns when working with APIs. Students will also look at ways of improving efficiency and making sure APIs are secure.  This will include creating unit tests to ensure that the API is behaving properly.

CBE 235. ADVANCED DATABASES AND DATA CACHES
3 CR
In this course, students will get a more in-depth knowledge of SQL and NoSQL Databases. There will be a focus on Graph databases along with peer-to-peer databases. Students will look at best practices in designing and implementing these solutions. We will also look at migrating from one type of database to another.

CBE 240. LIVE WORK II FOR BACKEND
3 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help bridge the gap between learning in the classroom. Students will continue to work in the role of a Back-end developer, which includes maintaining the API, setting up the databases, and ensuring the front-end developers can get the data they need.

**Second Year Option:  Development and Operations Track**

CDO 210. CLOUD SYSTEMS
3 CR
This course will prepare students to take the AWS CCP certification.   Students will look at tools available to them in multiple cloud services.  Our focus is AWS but we will also look at other providers like Azure and Google Cloud.  Students will compare advantages and disadvantages of using a cloud system vs. a decentralized peer to peer system while implementing many of them in hands on projects.

CDO 215. CONTINUOUS INTEGRATION / CONTINUOUS DELIVERY
3 CR
This course will focus on building the code pipelines that allow students to test and deploy code using as much automation as needed to improve the workflow. Some of the scenarios we will look at include creating a new project from scratch, rolling out changes on an existing project, and rolling back changes due to an error that made it to production.

CDO 220. APPLICATIONS SECURITY
3 CR
This course focuses on understanding and protecting the application and system from common security risks. It will look at risks in both centralized and decentralized applications.  We will look at where to find logs and how to read them.  We will also look at different types of attacks and how to prevent them when possible.  We will also focus on how to keep up to date with the latest security vulnerabilities in this ever-changing landscape.

CDO 225. LIVE WORK I FOR DEVELOPMENT AND OPERATIONS
3 CR
Students will work in teams with people from different tracks to complete live work. Students in this course will focus on handling the Dev Ops aspect of the project for the team.

CDO 230. ADVANCED SCRIPTING
3 CR
In this course, students will learn to build scripts as well as popular commands for Linux, AWS, and more. With these scripts, students can speed up deployment and have better control over the system.

CDO 235. SYSTEM MONITORING AND BILLING
3 CR
This course focuses on budgeting and planning apps so that they make money instead of costing money. Students will look at tools to monitor cloud systems along with calculating costs of running a decentralized app on a popular network like Ethereum.

CDO 245. CONTAINER MANAGEMENT
3 CR
This course will focus on using tools like Docker and Kubernetes. With these tools, students can have controlled environments that can be deployed without any surprises of missing plugins or incompatible versions of software.  This will include using Docker locally along with using it in AWS.

CDO 240. LIVE WORK II FOR DEVELOPMENT AND OPERATIONS
3 CR
In this course, students will work in teams from other tracks to complete live work. There will be mentors to help students along the way to help bridge the gap between learning in the classroom. In this track, students will perform the role of a Dev Ops engineer.


**Second Year Option:  Front-end Track**

CFE 210. INTERMEDIATE FRONT END WEB DEVELOPMENT
3 CR
In this course, students will dive deeper into creating apps using the latest Web Development Frameworks. Students will look at more advanced Typescript and CSS features.  There will be a big focus on fetching data from other sources and displaying them to the specifications of the design.

CFE 215. NATIVE IOS DEVELOPMENT
3 CR
This course focuses on using SwiftUI to build interfaces designed by a graphics professional. Students will implement animations and connect to backend servers to get live updating content.

CFE 220. NATIVE ANDROID DEVELOPMENT
3 CR
Students will build native Android Apps that are graphically designed ahead of time. There will be a focus on implementing the design to fit multiple screens and the ability for the app to use sources built by our backend team.

CFE 225. LIVE WORK I FOR FRONT-END
3 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help bridge the gap between learning in the classroom and gaining experience in the career field. In this track, students will focus on building the iOS, Android, or Web Application of the live work project.

CFE 230. NATIVE DEVELOPMENT
3 CR
In this course students will be given mobile application challenges. Students can implement the apps using their choice of Swift for iOS or Kotlin for Android.  One of these challenges is a simple utility application that they will design themselves and submit to either the Apple App Store or the Google Play Store.

CFE 235. ADVANCED FRONTEND WEB DEVELOPMENT
3 CR
This course focuses on practicing the skills from the previous web front-end courses while also introducing more advanced concepts. Students will be challenged with designs and animations designed by graphics students and will be graded on their sites' accessibility

CFE 240. LIVE WORK II FOR FRONT-END
3 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help bridge the gap between learning in the classroom and gaining experience in the career field. Student's focus in this track will be implementing designs using either Web, Android, or iOS.
Second Year Option:  Product Design & Project Management

CPD 210. RESPONSIVE DESIGN
3 CR
This course focuses on creating designs for multiple screens. This can include phones, tablets, watches, TVs, and more. Students will look at the way that Web, iOS, and Android would handle and implement these designs.

CPD 215. UI / UX USER INTERFACE/USER EXPERIENCE
3 CR
This course focuses on usability best practices. Students will look at Apple's Human Interface Guidelines along with Google's Material Design. Students will also focus on accessibility for those with visual or auditory challenges or deficits

CPD 220. TEAM MANAGEMENT
3 CR
This course will use Agile practices to keep the team on task and motivated to build a product they all can be proud of.  Part of this will be how to work with employees to handle conflict and keep the team going in the right direction.

CPD 225. LIVE WORK I FOR PRODUCT DESIGN AND PROJECT MANAGEMENT
3 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help bridge the gap between learning in the classroom and gaining experience in the career field. This track focuses on designing the application and managing the team along the way.

CPD 230. ADVANCED TEAM MANAGEMENT
3 CR
 In this course, students will work with more advanced tools to manage and track their team. Students will practice with projects at a much larger scale than in the previous course.

CPD 235. ADVANCED UI / UX USER INTERFACE/USER EXPERIENCE
3 CR
Students will continue to develop prototypes for a range of problems that can be solved with mobile applications. Students will also implement usability tests and gather the results from it so that they can make more informed decisions in the design.

CPD 240. LIVE WORK II FOR PRODUCT DESIGN AND PROJECT MANAGEMENT
3 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help bridge the gap between learning in the classroom and gaining experience in the career field. In this track, students will focus on creating the designs and managing the teams.

**NORTHWEST TECH**
NORTHWEST KANSAS TECHNICAL COLLEGE

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| COSMETOLOGY |

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**Description:** The Cosmetology Program is a glamorous, practical, and immediately applicable technical program designed to teach the art of cosmetics for the skin, hair, and nails, along with the proper applications of products. Students will be exposed to a wide variety of situations including: haircutting, hairstyling, hair color, chemical texture services, shampooing, manicuring, pedicuring, artificial nails, facials, makeup, infection control, scientific concepts, business skills, and much more.

Following introductory instruction, students gain practical experience "hands-on" instruction involving receptionist desk management, appointment scheduling, daily customer appointments, dispensary procedures and proper use of equipment. Students also learn sales techniques, customer relations, Kansas State Board of Cosmetology Rules & Regulations, and business training.

During the final phase of training, students perform practical services for customers and keep a daily record of the number and type of services provided. This progress record will be submitted to the Kansas State Board of Cosmetology at the conclusion of the program as the official report of hours and services.

Northwest Tech's curriculum is directly related to the Kansas State Board of Cosmetology (KBOC) laws and licensing. As styles, fashions, new regulations, and KBOC requirements change, the curriculum is continually updated.

**Degree/Certificates awarded:**
AAS
Tech Cert A, Tech Cert B, Tech Cert C

**Accreditation/Certification:**
Students should be prepared to complete the Kansas State Board of Cosmetology licensing requirements by taking a written exam and a practical exam.

**Program Learning Outcomes:**
Upon successful completion of the program, the student will be able to:
- Apply the theory of Cosmetology to specific clients using critical thinking/reasoning.
- Analyze the hair, scalp, and facial shape.
- Perform various haircuts.
- Demonstrate proper permanent waving procedures.

- Perform various color applications.
- Demonstrate hairstyling techniques.
- Perform facials, makeup, and facial hair removal.
- Perform proper manicuring and artificial nail procedures.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.
- Demonstrate mathematical skills.
- Operate basic computer programs.

**Program Schedule:**

Students attend class from 7:00 a.m. to 3:30 p.m., Monday through Friday. Students must complete 1500 hours of instruction to be eligible for the Kansas State Board License. For this reason, students who are absent will be required to make up missed hours in the following year.

**Miscellaneous Notes:**

Students in the Cosmetology department are required to take and pass the Kansas State Board of Cosmetology Written Examination prior to being awarded the technical certificate from Northwest Kansas Technical College.

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## PROGRAM GUIDE

### YEAR I:  FIRST SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| CF 101 | Computer Fundamentals and Applications | 3 |
| CS 100 | Scientific Concepts I | 3 |
| CS 110 | Cosmetology Physical Services I | 6 |
| CS 120 | Chemical Services I | 6 |
| CS 130 | Hair Designing I | 6 |
| CS 140 | Business Skills I | 2 |
| SO 100 | Student Success Seminar (Required) | 1 |

### YEAR I:  SECOND SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| BA 215 | Personal Finance | 3 |
| CS 150 | Scientific Concepts II | 2 |
| CS 160 | Cosmetology Physical Services II | 6 |
| CS 170 | Chemical Services II | 6 |
| CS 180 | Hair Designing II | 6 |
| CS 190 | Business Skills II | 2 |

### ADDITIONAL CREDITS (AAS DEGREE)

| | | |
|---|---|---|
| COMM 150 | Interpersonal Communications **Online** (or Communications Elective) | 3 |
| ART 101 | Art Appreciation **Online** (or General Education Elective) | 3 |
| MATH 105/110 | Technical Math or Intermediate Algebra (Math Elective 100 or higher) | 3 |

# COURSE DESCRIPTIONS

CS 100 SCIENTIFIC CONCEPTS I
3 CR
Scientific Concepts I includes safety and sanitation in the Salon. Along with State rules and regulations to ensure the health of both the stylist and the client. Covered in this course will be: Infection Control, General Anatomy and Physiology, Skin Structure, Skin Disorders, Nail and Nail Disorders, basic Chemistry, Basics of Electricity.

CS 110 COSMETOLOGY PHYSICAL SERVICES I
6 CR
Physical Services I includes both theory and procedures for many of the services offered in salons and day spas, including: shampooing, hair removal, facials, makeup, manicuring, pedicuring, and artificial nails. Safety, sanitation, and regulations pertaining to these services will also be covered.

CS 120 CHEMICAL SERVICES I
6 CR
Chemical Services I includes both theory and procedures for chemical services offered in the salon, including: permanent waving, relaxers, curl reforming, haircolor, lighteners, toners, special effects, and corrective coloring.

CS 130 HAIR DESIGNING I
6CR
Hair Designing I explores the elements, principles, and practical skills needed to be successful in haircutting and styling. This course covers the basics of braiding, wigs, hairpieces, and extensions.

CS 140 BUSINESS SKILLS I
2 CR
Business Skills I will cover the field of cosmetology and the personal skills you will need to become successful. This course begins with the history and career opportunities in the cosmetology field. Learning valuable life skills and the ability to set goals along with your professional image and communication skills in building a career will be focused on.

CS 150 SCIENTIFIC CONCEPTS II
2 CR
This advanced course will expand on Infection Control: Principles and Practices, General Anatomy and Physiology, Skin Structure, Growth, and Nutrition, Skin Disorders and Diseases, Nail Structure and Growth, Nail Disorders and Diseases, Properties of the Hair and Scalp, Basics of Chemistry, Basics of Electricity and State laws, rules, and regulations.

CS 152 SCIENTIFIC CONCEPTS III
1 CR
This advanced course is designed for students who need extra hours to meet out of state licensing requirements. Students will apply their knowledge and skills in Infection Control and State laws, rules and regulations in the Salon Lab.

CS 157 COSMETOLOGY PHYSICAL SERVICES III
4 CR
This advanced course is designed for students who need extra hours to meet out of state licensing requirements. Students will continue to develop technical skills and practice procedures for the services offered in salons and day spas, including: shampooing, hair removal, facials, makeup, manicuring, pedicuring and artificial nails.

CS 160 COSMETOLOGY PHYSICAL SERVICES II
6 CR
Physical Services II is an advanced course that focuses primarily on procedures for many of the services offered in salons and day spas, including: shampooing, hair removal, facials, makeup, manicuring, pedicuring, and artificial nails.

CS 162 CHEMICAL SERVICES III
3 CR
This advanced course is designed for students who need extra hours to meet out of state licensing requirements. Students will continue to develop technical skills and practice procedures for chemical services offered in salons, including: permanent waving, relaxers, curl re- forming, haircolor, lighteners, toners, special effects and corrective coloring.

CS 167 HAIR DESIGNING III
2 CR
This advanced course is designed for students who need extra hours to meet out of state licensing requirements. Students will continue to develop technical skills and practice procedures for services offered in salons, including: haircutting, hairstyling, braiding and braid extensions and wigs.

CS 170 CHEMICAL SERVICES II
6 CR
Chemical Services II is an advanced course that focuses primarily on procedures for chemical services offered in the salon, including: permanent waving, relaxers, curl re-forming, haircolor, lighteners, toners, special effects, and corrective coloring.

CS 172 BUSINESS SKILLS III
1 CR
This advanced course is designed for students who need extra hours to meet out of state licensing requirements. Students will apply their knowledge and skills in communication, life skills and the professional skills needed to be successful in cosmetology industry in the Salon Lab.

CS 175 SCIENTIFIC CONCEPTS IV
1 CR
This advanced course is designed for students who need extra hours to meet out of state licensing requirements. Students will apply their knowledge and skills in Infection Control and State laws, rules and regulations in the Salon Lab.

CS 180 HAIR DESIGNING II
6 CR
Advancing the knowledge and skill base is the focus on this course as students refine their skills in haircutting, hairstyling, braiding and braid extensions, and wigs.

CS 182 COSMETOLOGY PHYSICAL SERVICES IV
4CR
This advanced course is designed for students who need extra hours to meet out of state licensing requirements. Students will continue to develop technical skills and practice procedures for the services offered in salons and day spas, including: shampooing, hair removal, facials, makeup, manicuring, pedicuring and artificial nails.

CS 188 CHEMICAL SERVICES IV
3CR
This advanced course is designed for students who need extra hours to meet out of state licensing requirements. Students will continue to develop technical skills and practice procedures for chemical services offered in salons, including: permanent waving, relaxers, curl re- forming, haircolor, lighteners, toners, special effects and corrective coloring.

CS 190 BUSINESS SKILLS II
2CR
Business Skills II explores the skills necessary to secure employment and to be successful in the salon. Preparing students for licensure exams, creating a resume and job interviews skills are covered in this course.

CS 194 HAIR DESIGNING IV
2CR
This advanced course is designed for students who need extra hours to meet out of state licensing requirements. Students will continue to develop technical skills and practice procedures for services offered in salons, including: haircutting, hairstyling, braiding and braid extensions and wigs.

CS 198 BUSINESS SKILLS IV
1CR
This advanced course is designed for students who need extra hours to meet out of state licensing requirements. Students will apply their knowledge and skills in communication, life skills and the professional skills needed to be successful in cosmetology industry in the Salon Lab.

CS 202 THE PROFESSIONAL TEACHER
1CR
This course focuses on the qualities, characteristics, traits, skills, and practices needed to help students develop the skills, techniques and creativity necessary for successful performance within the cosmetology industry.

CS 204 STUDENT MOTIVATION & LEARNING
1 CR
This course focuses on the importance of the educator's ability to communicate effectively with various generations. The Master Educator will recognize the psychological and physical needs of their learners when preparing motivation for learning lessons

CS 206 METHODS, MANAGEMENT, & MATERIALS
5 CR
This course focuses on understanding the learner. Classroom management is stress by setting well-defined goals, guidelines, and expectations for learner behavior. Educators must develop skills in a wide variety of teaching methods and techniques to maximize the potential of all learners. The development of classroom materials using a wide array of teaching and learning methods for use and consideration will be utilized.

CS 208 TESTING & EVALUATION
3 CR
This course focuses on developing various testing measures to identify educational progress and measure the knowledge, skill and attitudes of the student learner.

CS 210 EVALUATIONS
1 CR

The course stresses the importance for all learners to understand the criteria with which they are being graded and to know how they are progressing. Professional development is also discussed.

CS212 ADVANCED TRAINING
4 CR

**NORTHWEST TECH**
NORTHWEST KANSAS TECHNICAL COLLEGE

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CRIME SCENE INVESTIGATION

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**Description:** The Crime Scene Investigation Technology program will develop students' competencies in the areas of locating, preserving, developing, collecting, analyzing and presenting physical evidence.

**Degree/Certificates awarded:**
AAS
Tech Cert B

**Program Learning Outcomes:**
Upon successful completion of the program, the student will be able to:

1. Students will be able to articulate the role of forensic science and the services provided by forensic laboratories
2. Identify and define probably cause in the context of search warrants and arrest warrants
3. Demonstrate knowledge of the potential health and safety hazards one could encounter at a crime scene
4. Demonstrate knowledge of corruption within the criminal justice system and its causes
5. Recite and discuss the bill of rights
6. Demonstrate proper photographic techniques when documenting specific offenses and situations
7. Develop an analytical framework for understanding any specific drug-use issue
8. Describe the usefulness of trace elements for the forensic comparison of various types of physical evidence
9. Students will be able to properly handle and mark as evidence biological material
10. Differentiate between various types of computer crime and determine if a crime has been committed, according to the facts of the case
11. Students will be able to discuss and explain some of the causes of terrorism
12. Demonstrate an understanding of the importance of health and safety management and reporting of homicide investigations
13. Students will be able to demonstrate the techniques used to reconstruct the physical actions that occurred at a crime scene
14. Display knowledge of the role of the crime scene investigator and demonstrate the proper demeanor in the courtroom

**Program Schedule:**
Students attend class from 8 a.m. - 2:30 p.m., Monday through Friday.

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*Revised August 2023. Return to first page of Program*

PROGRAM GUIDE

### YEAR I: FIRST SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| CSI 110 | Introduction to Forensic Science | 3 |
| CSI 115 | Rules of Evidence | 3 |
| CSI 124 | Technical Crime Scene Documentation | 3 |
| CSI 126 | Professional Responsibility in Criminal Justice | 3 |
| ENGL 110 or 112 | English Composition I ( Required) | 3 |
| SO 100 | Student Success Seminar (Required) | 1 |

### YEAR I: SECOND SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| BA 215 | Personal Finance | 3 |
| CSI 130 | Criminal Law | 3 |
| CSI 135 | Crime Scene Photography I | 4 |
| CSI 140 | Criminalistics: Physical Evidence | 4 |
| CSI 145 | Drug Identification & Effects | 3 |
| MATH 115 or 117 | College (Required) | 3 |

### YEAR II: FIRST SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| CSI 215 | Criminalistics: Biological Evidence | 4 |
| CSI 220 | Introduction to Cyber Investigation | 4 |
| CSI 225 | Interview & Interrogation | 3 |
| MA 130 | First Aid & CPR | 1 |
| PSY 176 | Psychology (Required) | 3 |

### YEAR II: SECOND SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| CSI 250 | Terrorism & US Security | 3 |
| CSI 255 | Forensic Pathology: Death Investigation | 3 |
| CSI 260 | Crime Scene Reconstruction | 4 |
| CSI 265 | Court Room Presentation | 3 |
| ENGL 115 | English Comp II | 3 |

## COURSE DESCRIPTIONS

CSI 110 INTRODUCTION TO FORENSIC SCIENCE
3 CR
This course provides an introduction to various topics in forensic science as related to crime scene investigation. These topics include crime scene investigation; the collection, handling, and analysis of evidence; fingerprints; blood and blood spatter examination; forensic analysis of DNA, insects, drugs, glass, handwriting, tool-marks and impressions, firearms and ballistics; forensic anthropology; and the determination of the manner, mechanism, and cause of death.

CSI 115 RULES OF EVIDENCE
3 CR
This course covers the procedures, techniques, and applications of private and public investigation. The course will integrate coverage of modern investigative tools alongside discussion of established investigation procedures and techniques

CSI 124 TECHNICAL CRIME SCENE DOCUMENTATION
3 CR
This course focuses on the unique types of writing required in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system.

CSI 126 PROFESSIONAL RESPONSIBILITES IN CRIMINAL JUSTICE
3 CR
Explores the major components involved in the study of ethics, particularly as it applies to the field of criminal justice. Focus is placed on the code of conduct and ethics of the criminal justice profession and the standards held to in their professional role. The aim of the course is to produce professionals who are not only critical thinkers, but who have the skills necessary to pursue sound ethics in their day-to-day decisions and activities.

CSI 130 CRIMINAL LAW
3 CR
This course provides a historical background and foundations of American Criminal Law, including United States Constitutional requirements, Federal and State Court Organization and jurisdiction, criminal law basics, Kansas Statues, rules of evidence and procedure. The foundational principles are essential to providing base knowledge to crime scene investigators.

CSI 135 CRIME SCENE PHOTOGRAPHY I
4 CR
Students will learn camera operations, exposure control, relational photographs and flash control for crime scene and evidentiary documentation.

CSI 140 CRIMINALISTICS: PHYSICAL EVIDENCE
4 CR
This course provides an introduction to various topics in forensic science as related to crime scene investigation. These topics include crime scene investigation; the collection, handling, and analysis of evidence; fingerprints; blood and blood spatter examination; forensic analysis of DNA, insects, drugs, glass, handwriting, tool-marks and impressions, firearms and ballistics; forensic anthropology; and the determination of the manner, mechanism, and cause of death.

CSI 145 DRUG IDENTIFICATION & AFFECTS
3 CR
A study of the fundamentals needed for identifying both the appearance and effects of controlled substances. Students received guides to controlled substances: their color, trade names, and drug codes. Topics include a critical examination of the physiological, sociological, psychological, and legal aspects of drug abuse and many complexities that have developed as a direct or indirect result of their abuse in society.

CSI 215 CRIMINALISTICS: BIOLOGICAL EVIDENCE
4 CR
This course covers the identification and collection of biological evidence with emphasis on collection and preservation of evidence. Topics discussed include blood, blood alcohol, hairs and fibers, entomology and topics of

special interest in criminalistics. Utilizing the lab, students will gain hands-on learning techniques to master the practical application of their theoretical knowledge of forensic biology.

CSI 220 INTRODUCTION TO CYBER INVESTIGATION
4 CR
Presented from a criminal justice perspective, this course introduces students to the interdisciplinary field of cybercrime by exploring the theoretical, practical, and legal framework it operates under, along with strategies to combat it. The course provides a straightforward overview of cybercrime, cyber threats, and the vulnerabilities individuals, businesses, and governments face every day in a digital environment.  Highlighting the latest empirical research findings and challenges that cybercrime and cybersecurity pose for those working in the field of criminal justice, this course exposes critical issues related to privacy, terrorism, hactivism, the dark web, and much more.

CSI 225 INTERVIEW & INTERROGATION
3 CR
This course will help the student distinguish between interviews and interrogations. Understand the role of Miranda V. Arizona and how to design and set up their own interrogation room. The course will also help the student learn strategies to elicit a truthful confession.

CSI 250 TERRORISM & US SECURITY
3 CR
This course teaches the foundations of national security as it relates to world terrorism, the United States engagement in the war against international terrorism, and the application of preemption known as the Bush Doctrine. The course is a survey of the history and cultural development of Islam and the extreme manifestation of political militancy known as Jihad. The cultural and political history will enhance student understanding of the factors leading up to the events of September 11, 2001 and how those events changed American security.

CSI 255 FORENSIC PATHOLOGY: DEATH INVESTIGATION
3 CR
This course is an examination of the medical investigation of sudden, unnatural, unexplained or violent deaths.  The course also explains the legal and medical roles of death investigators and medical examiner.  Additional topics include the autopsy, documenting and evaluating the body, routine and special investigative techniques, and death event reconstruction.

CSI 260 CRIME SCENE RECONSTRUCTION
4 CR
This course examines techniques used to reconstruct the physical actions that occurred at a crime or accident scene. Involved the use of physical, testimonial, and documentary evidence, knowledge of criminal modus operandi, and the scientific method, including deductive and inductive logic.
Pre-requisites: CSI 115 – Rules of Evidence, CSI 135 – Crime Scene Photography I, CSI 140 – Criminalistics: Physical Evidence, CSI 145 – Drug Identification and Effects, CSI 215 – Criminalistics: Biological Evidence, CSI 220 – Introduction to Cyber Investigation, CSI 255 – Forensic Pathology: Death Investigation

CSI 265 COURTROOM PRESENTATION
3 CR
The effectiveness of quality notes, reports and accurate documentation in the investigative process are explained and performed. Preparation of a report, chain of custody documents and other forms with proper content, mechanics, elements and format will also be explained and performed. Topics include field or bench notes, documentation of observations, factual report writing, property and evidence reports, business letters, memorandums, proper grammar, proper sentence structure and characteristics essential to quality report writing and document preparation.

**NORTHWEST TECH**
NORTHWEST KANSAS TECHNICAL COLLEGE

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| Kansas Institute of Diesel Technology<sup>SM</sup> |

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**Description:** Kansas Institute of Diesel Technology<sup>SM</sup> is a practical and in-depth technical program designed to provide students with the skills necessary to successfully gain employment as a diesel technician. Students choose one of two pathways in the program: over-the-road or agricultural diesel technician.

Coursework and live-work projects include: electromechanical testing equipment; use of diesel calibration instruments; electrical systems; transmissions; suspensions; braking; complete engine overhaul; diesel, gasoline, and natural gas fuel systems; hydraulic systems; and air-conditioning.

As repair methods change, the curriculum is continually updated to provide instruction on the latest tools, equipment, new job procedures, as well as the older models and methods. Instruction includes both shop and classroom situations with the majority of time devoted to actual hands-on experience. Applied shop instruction involves individualized live work on customers' truck and farm equipment.

**Degree/Certificates awarded:**
AAS
Tech Cert C

**Accreditation/Certification:**
ASE Education Foundation (formerly NATEF)

**Program Learning Outcomes:**
Upon successful completion of the program, the student will be able to:
1. Demonstrate knowledge of safety practices, tools, fasteners, and fittings related to diesel mechanics.
2. Apply the theory of diesel mechanics to specific jobs.
3. OSHA 10-hour general industry training
4. Diagnose and repair electrical systems.
5. Diagnose charging, starting, and ignition systems.
6. Diagnose and repair fuel systems.
7. Diagnose and repair electronic systems.
8. Diagnose and repair heating and air conditioning systems.
9. Diagnose and repair hydraulic systems.
10. Diagnose and repair small engines.

11. Diagnose repair and rebuild large engines.
12. Diagnose and repair valve systems.
13. Diagnose and repair cooling and lubrication systems.
14. Diagnose and repair emissions systems
15. Diagnose and repair power train, clutches, transmission, and final drives.
16. Diagnose and repair suspension and steering systems.
17. Diagnose and repair brake systems, including air and hydraulic.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.
- Demonstrate mathematical skills.

## Program Schedule:
Students attend class at 7:00 a.m. to 3:30 p.m., Monday through Friday.

## Miscellaneous Notes:
After the first year of study, students must choose one of two tracks for the second year of study. The two tracks are (1) Over the road Track and (2) Agriculture Equipment Track.

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## PROGRAM GUIDE

| Course # | YEAR I: FIRST SEMESTER<br>Course Name | Credits |
|---|---|---|
| CF 101 | Computer Fundamentals (or Natural & Applied Science) | 3 |
| DT 100 | OSHA 10/General | 1 |
| DT 105 | Tools, Fasteners, & Fittings | 1 |
| DT 110 | Electrical/Electronic Systems | 5 |
| DT 135 | Advanced Electrical/Electronic Systems | 5 |
| DT 155 | Diesel Fuel System | 4 |
| SO 100 | Student Success Seminar (Required) | 1 |

| Course # | YEAR I: SECOND SEMESTER<br>Course Name | Credits |
|---|---|---|
| ENGL 105 | Technical Writing (or English Composition) | 3 |
| DT 115 | Air Conditioning | 3 |
| DT 140 | Preventative Maintenance | 3 |
| DT 170 | Fundamentals of Hydraulics | 2 |
| DT 175 | Hydraulic Pumps & Motors | 2 |
| DT 180 | Hydraulic Valves & Cylinders | 2 |
| DT 215* | Small Engine Repair | 4 |

| Course # | YEAR II: FIRST SEMESTER<br>Course Name | Credits |
|---|---|---|
| BA 215 | Personal Finance (Required) | 3 |
| CDL 105* | Entry Level Driver Training Theory | 2 |
| CDL 115* | CDL Practice Driving/Trip Prep | 2 |
| DT 200 | Orientation & Safety | 1 |
| DT 210* | Diesel Engine System* | 2 |
| DT 273 | Diesel Engines I | 5 |
| DT 278 | Electronic Controls, Sensors & Senders | 3 |
| DT 280* | Specialization/Occupational Work Experience* | 4 |

*Revised August 2023. [Return to first page of Program](#)*

**YEAR II:  SECOND SEMESTER**

| Course # | Course Name | Credits |
|---|---|---|
| AE 205 | Forklift Operator Training* | 1 |
| DT 250 | Powertrains | 1 |
| DT 255 | Clutches | 1 |
| DT 260 | Transmission | 4 |
| DT 265 | Drive Trains | 4 |
| DT 270 | Suspension and Steering | 3 |
| DT 275 | Brakes | 3 |

## COURSE DESCRIPTIONS

DT 100 OSHA 10/ GENERAL
1 CR
Basic principles of mechanics including shop safety, first aid, use of repair orders, and proper maintenance of shop equipment.

DT 105 TOOLS, FASTENERS & FITTINGS
1 CR
Students will learn the proper use of hand tools, measuring tools, torque devices, and identification and use of fasteners.

DT 110 ELECTRICAL/ELECTRONIC SYSTEMS
5 CR
Foundation for developing electronic skills, begins with basic electrical theories, building circuits, using test meters and scopes.

DT 115 AIR CONDITIONING
3 CR
Students will learn the theory of air conditioning systems on modern farm equipment and heavy-duty trucks. Students have the opportunity to become MACS (Mobile Air Conditioning Society) certified in this course.

DT 135 ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS
5 CR
This an advanced class on electrical connectors and harnesses with an in depth look at Digital Multimeters and Diagnostic test equipment and laptops. Data bus systems, multiplexing and electronics fuel and engine management systems will also be covered.

DT 140 PREVENTATIVE MAINTENANCE
3 CR
Students will develop a preventative maintenance schedule for various live projects and complete the inspection sheets.

DT 155 DIESEL FUEL SYSTEM
4 CR
Trouble shooting and repair on diesel injection systems related to farm equipment and heavy duty truck applications.

DT 170 FUNDAMENTALS OF HYDRAULICS
2 CR
Students will learn how hydraulics work and the safety issues associated with hydraulics. Students will diagnose and test hydraulic system

DT 175 HYDRAULIC PUMPS & MOTORS
2 CR
Students will have the opportunity to disassemble radial and axial piston pumps. They will test, diagnose, replace, and overhaul hydraulic devises related to pumps and motors.

DT 180 HYDRAULIC VALVES & CYLINDERS
2 CR
In this course on hydraulics, students will test, diagnose, replace, and overhaul hydraulic devises related to valves and cylinders, which will include the electro-hydraulic valve and cylinder.

DT 200A ORIENTATION & SAFETY
1 CR
This course covers the use of task sheets, cleanup techniques, and repair orders. Students will follow procedure for personal safety and proper use of equipment and tools.
This course covers the fundamentals of operation of engines and diesel related equipment and the use of diagnosis equipment and procedures. Students will use equipment and tools to diagnose shop projects.

DT 210A DIESEL ENGINE SYSTEM
2 CR
This course covers the fundamentals of operation of engines and diesels related equipment and the use of diagnosis equipment and procedures.  Students will use equipment and tools to diagnose shop projects.

DT 215 SMALL ENGINE REPAIR*
4 CR
Students will learn how a small engine operates and also how to service and overhaul a small engine.

DT 250 POWERTRAINS*
1CR
At the completion of this unit the student will be able to service, adjust, diagnosis, repair, recondition, and replace bearing and seals that are sed in power trains. The student will have an understanding of how power trains operate.

DT 255 CLUTCHES
1CR
At the completion of this unit, the student will be able to service, adjust, diagnose, repair, recondition, and replace clutches and clutch linkages. The student will understand how clutches work and how to diagnose clutch problems.

DT 260 Transmission
4CR
Students will be able to service, adjust, diagnose, repair, recondition, and replace transmissions and transmission parts used in power trains, which are normally serviceable.

DT 265 DRIVE TRAINS
4 CR
At the completion of this unit, the student will be able to service, adjust, diagnose, repair, recondition, and replace differential and final drive components, which are normally serviceable.

DT 270 SUSPENSION AND STEERING
3 CR
At the completion of this unit, the student will be able to service, adjust, diagnose, repair, recondition, and replace all parts related to suspension and steering which are normally serviceable.

DT 273A DIESEL ENGINES I
5CR
In this course, student will learn to diagnosis, teardown, inspect, rebuild, assemble and service heavy-duty diesel engines.

DT 275A BRAKES
3 CR
At the completion of this unit, the student will be able to service, adjust, diagnose, repair, recondition, and replace all parts related to brake, which are normally serviceable. They will also be able to completely rebuild and assemble an air hydraulic brake system.

DT 278 ELECTRONIC CONTROLS, SENSORS & SENDERS
3CR
In this course, students will diagnosis engine computer systems and repair sensor wires and connectors. Data Bus Systems and Multiplexin. Basics will also be covered in this course.

DT 280 SPECIALIZATION/OCCUPATIONAL WORK EXPERIENCE*
4 CR
At the completion of this unit, the student will be able to enter the job market.

**NORTHWEST TECH**
NORTHWEST KANSAS TECHNICAL COLLEGE

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| **NWKTC Catalog and Student Handbook** |
| ELECTRICAL TECHNOLOGY |

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**Description:** Electrical Technology provides instruction to develop basic electrician skills, technical knowledge, and related occupational information to prepare an individual for initial employment in the electrical trade. The program begins with the basic fundamentals of electricity and progresses through all types of residential, commercial, and industrial wiring, including the most advanced solid-state motor controls. Throughout the program, instruction will include class work, shop projects, and on-the-job service work.

Applied training will include off-campus service calls in motor control repairs, industrial maintenance, and new or existing commercial/residential wiring. Students also become familiar with various electrical systems through on-campus electrical maintenance.

**Degree/Certificates awarded:**
AAS
Tech Cert B, Tech Cert C

**Accreditation/Certification:**
This program prepares students to sit for the journeyman electrician exam.

**Program Learning Outcomes:**
Upon successful program completion, the student will be able to:
1. Demonstrate safety while working with electrical equipment.
2. Analyze schematics and blueprints.
3. Perform installation of electrical equipment and materials in residential, industrial, and commercial.
4. Apply the theory of electrical technology to specific jobs using critical thinking/reasoning.
5. Diagnose and install motor control centers.
6. Utilize trouble-shooting techniques.
7. Demonstrate knowledge of NEC.

- Demonstrate mathematical and reasoning skills.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.
- Demonstrate basic computer skills.

**Program Schedule:**
Students attend class from 7:00 a.m. to 3:30 p.m., Monday through Thursday and 7:00 a.m. – 2:30 p.m. on Friday.

**Miscellaneous Notes:**
During the sophomore year students may participate in the Occupational Work Experience (OWE) as early as 8 weeks before the end of the program.

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## PROGRAM GUIDE

| Course # | Course Name | Credits |
|---|---|---|
| **YEAR I:  FIRST SEMESTER** | | |
| Course # | Course Name | Credits |
| EL 100 | OSHA 10 | 1 |
| EL 132A | AC/DC Circuits I | 4 |
| EL 136 | Instruments & Measurements | 1 |
| EL 139 | Print Reading | 2 |
| EL 144A | Workplace Skills & Applied Practice I | 3 |
| EL 148A | National Electric Code I | 4 |
| MATH 105 or 107 | Technical Math (or Math Elective) | 3 |
| SO 100 | Student Success Seminar (Required) | 1 |
| **YEAR I: SECOND SEMESTER** | | |
| Course # | Course Name | Credits |
| CF 101 | Computer Fundamentals | 3 |
| EL 103 | Safety | 2 |
| EL 155 | Residential Wiring I | 4 |
| EL 160 | Motor Controls I | 2 |
| EL 170A | Troubleshooting Techniques I | 3 |
| EL 190A | National Electric Code II | 4 |
| EL 198A | Workplace Skills & Applied Practices II | 3 |
| **YEAR II:  FIRST SEMESTER** | | |
| Course # | Course Name | Credits |
| BA 215 | Personal Finance (Required) | 3 |
| EL 215 | Blueprints & Schematics* | 2 |
| EL 236 | Motor Controls II | 2 |
| EL 240 | Troubleshooting Techniques II | 2 |
| EL 249 | National Electric Code III | 5 |
| ENGL 105 | Technical Writing (or Communications Elective) | 3 |
| **YEAR II:  SECOND SEMESTER** | | |
| Course # | Course Name | Credits |
| AE 205 | Forklift Operator Training* | 1 |
| EL 220A | Programmable Logic Controllers | 3 |
| EL 235 | Electrical Journeyman's Exam | 4 |
| EL 260 | Advanced Automation & Controls* | 2 |
| EL 265 | Commercial Wiring I | 4 |
| EL 275A | Applied Construction Skills* - OR - | 5 |
| EL 299A |  -  Occupational Work Experience | |
| HUM 102 | Workplace Ethics (or Gen Ed Elective) | 3 |

# COURSE DESCRIPTIONS

EL 100 OSHA 10
1 CR
Standard industry safety practices, job hazards and emergency procedures will be covered. Students will prepare to pass the CPR/First Aid course and follow OSHA requirements for safety. They must know and follow school and departmental policies.

EL 103 SAFETY
2 CR
Standard industry safety practices, job hazards and emergency procedures will be covered. Students must know and follow school and departmental policies.

EL 132A AC/DC CIRCUITS I
4 CR
This course will provide the student with the basic principles of electrical and mechanical secure connections, which are approved by NEC. Electrical instrumentation and measurement devices are included.

EL 136 INSTRUMENTS & MEASUREMENTS
1 CR
Students will identify and learn the safe and proper use of the electrical tools and materials.

EL 139 PRINT READING
2 CR
This course includes use of components, design and installation of branch circuits, design and installation of service equipment, use of sizing and installation of over-current protection, grounding and ground- fault protection and installation. This course also includes reading blueprints and analyzing wiring schematics.

EL 144A WORKPLACE SKILLS & APPLIED PRACTICE I
3 CR
This course is designed to introduce proper procedures on the job, relations with co-workers, team concepts and responsibility. Understanding customer complaints, dynamics of job evaluations, promotions and terminating employees will be studied. Includes practice in time management, communications, leadership activities, problem-solving skills and resource/material management.

EL 148A NATIONAL ELECTRIC CODE I
4 CR
This course is introductory to the NEC and will include definitions, requirements for electrical installation, wiring design and protection, method and materials, equipment for general use, special occupancies equipment and condition.

EL 155 RESIDENTIAL WIRING I
4 CR
A continuation of the study of induction and capacity for distribution systems, transformer stations and three phase transformer and switch connections.

EL 160 MOTOR CONTROLS I
2 CR

Students will have the opportunity to install manual and magnetic starters and contractors. The photoelectric and proximity controls and controls for agricultural and commercial equipment will be studied.

**EL 170A TROUBLESHOOTING TECHNIQUES I**
3 CR
Students learn how to evaluate customer complaints, observe system operations, formulate a plan, read and interpret schematics and perform operational checks.

**EL 190A NATIONAL ELECTRIC CODE II**
4 CR
This course will teach the industrial wiring and agriculture requirements for the National Electrical Code examination.

**EL 198A WORKPLACE SKILLS & APPLIED PRACTICES II**
3 CR
This course is designed to introduce proper procedures on the job, relations with co-workers, team concepts and responsibility. Understanding customer complaints, dynamics of job evaluations, promotions and terminating employees will be studied. Includes practice in time management, communications, leadership activities, problem-solving skills and resource/material management.

**EL 215 BLUEPRINTS & SCHEMATICS**
2 CR
This class will educate the student on: how to read and interpret blueprints, layout a job from blueprints, calculate materials for a job from blueprints, draw electrical requirements a blueprint conforming to NEC, locate components on a wiring schematic, draw a schematic diagram, and learn work ethics.

**EL 220A PROGRAMMABLE LOGIC CONTROLLERS**
3 CR
This course will educate the students on how to draw a ladder logic control diagram, apply ladder logic to a process, troubleshoot & correct ladder logic for process control, convert a schematic diagram to ladder logic, to use PLC timers and cascaded timers, and learn work ethics.

**EL 235 ELECTRICAL JOURNEYMAN'S EXAM**
4 CR
This course teaches and reviews for all the components of the exam for Journeyman certification.

**EL 236 MOTOR CONTROLS II**
2 CR
Theory and hands-on applications of various motor control equipment and circuits will enable students to install, maintain, and repair actual MCC systems. Instruction includes full voltage reversing and non- reversing starters, reduced voltage autotransformers, two-speed winding starters, and 150 SMC solid-state motor starters.

**EL 240 TROUBLESHOOTING TECHNIQUES II**
2 CR
Students study all areas of electrical trouble shooting including evaluating customer complaints, observing system operations, formulating a plan, reading and interpreting schematics and performing operational checks.

**EL 249 NATIONAL ELECTRIC CODE III**
5 CR
A thorough knowledge of the NEC will be gained through practical applications of both residential and commercial

experiences. Instruction includes how to determine feeder size, conductor size and conduit size. Students develop the competency to pass the state prescribed Journeyman exam.

EL 260 ADVANCED AUTOMATION & CONTROLS*
2 CR
Students will work with the sensors; solid-state components and fiber- optic transmission associated with advanced automation controls. This course is directly related to the other advanced motor control and automation courses and is taught together to complete an entire working system.

EL 265 COMMERCIAL WIRING I
4 CR
This course will demonstrate the installation of wiring systems for a classified area; demonstrate bending ability as applied to IMC, GRC, and EMT conduit systems, to size feeders and branch circuits for multi- motor and single-motor systems and apply proper protective devices, and to learn work ethics.

EL 275A APPLIED CONSTRUCTION SKILLS (ELECTIVE)
5 CR
This course will be for the student to apply the knowledge he/she has learned in the course of the program. It will involve the demonstration of various techniques learned throughout the program.

EL 299A OCCUPATIONAL WORK EXPERIENCE (ELECTIVE)
5 CR
This time is spent on specific job-related activities, which may include actual on-the-job training, or special approved projects to accommodate individual interests. This course is designed for the individual student and will supplement his/her regular curriculum.

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| Engineering Tech- Civil |

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**Description:** The Engineering Technology Program provides an on- the-job atmosphere similar to an actual engineering firm. The four basic areas of mechanical, civil, architectural, and computer-aided drafting are covered. Students will train on the same type of advanced technical equipment, drafting boards, computers and software that industry uses. The applied drafting subjects such as Geometric Construction, Mechanical Drafting, Architectural Drafting, and CAD (Computer Aided Design) provide the necessary job skills for the graduate to be successful.

Mathematical applications are used throughout the various subjects and applied in actual job situations. Mathematical applications are introduced in basic and intermediate forms and expanded to higher levels throughout the course of study.

**Degree/Certificates awarded:**
AAS
Tech Cert A, Tech Cert B, Tech Cert C

**Program Learning Outcomes:**
Upon successful completion of the program, the student will be able to:
- Apply the theory of engineering to specific jobs using critical thinking/reasoning.
- Draw multi-view projections.
- Apply geometry to geometric designs.
- Draw prints from sectional views.
- Develop and prepare drawings for intersecting and transitional pieces.
- Analyze and perform surveying procedures.
- Apply architectural commands for office design.
- Prepare drawings in mechanical, civil, and architectural areas.
- Demonstrate mathematical and reasoning skills.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.

**Program Schedule:**
Students will attend class from 7:00 a.m. – 2:30 p.m., Monday through Friday.

**Miscellaneous Notes:**
During the sophomore year students may participate in the Occupational Work Experience (OWE) as early as six weeks before the end of the program.

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**PROGRAM GUIDE**

### YEAR I:  FIRST SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| CF 101 | Computer Fundamentals | 3 |
| EN 105 | Applications of Engineering Technology | 3 |
| EN 105A | Fundamentals of Drafting | 2 |
| EN 110 | Drafting 2D Views and Dimensioning | 2 |
| ENG115 | Engineering Technology Projects I | 2 |
| EN 120A | Civil Drafting Fundamentals | 2 |
| EN 130 | CAD Fundamentals | 2 |
| ENGL 110 or 112 | English Composition I (Required) | 3 |
| SO 100 | Student Success Seminar (Required) | 1 |

### YEAR I:  SECOND SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| EN 101 | OSHA 10 | 1 |
| EN 150 | Topographic Triangulation | 2 |
| EN 160A | Applications of Spatial Reasoning in Engineering | 2 |
| EN 177 | Mechanical CAD/CAM Drafting | 2 |
| EN 182 | CAD Drafting Models. | 2 |
| EN 185 | Civil CAD Fundamentals | 2 |
| EN 190 | Basic Surveying with Mathematics | 3 |
| HUM 102 | Workplace Ethics (Required, or Ethics, PSY, SOC) | 3 |

### YEAR II:  FIRST SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| BA 215 | Personal Finance (Required) | 3 |
| EN 210A | Engineering Technology Projects II | 3 |
| EN 235 | Geographical Information Systems (GIS) | 2 |
| EN 265 | Civil Plans & Regulations | 3 |
| EN 285 | Global Positioning Systems (GPS) | 3 |
| MATH 115 or 117 | College Algebra (Required) | 3 |

### YEAR II:  SECOND SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| EN 257 | Civil Design Capstone | 7 |
| EN 275 | Civil CAD Advanced Procedures | 3 |
| EN 280A OR | Occupational Work Experience | 5 |
| EN 281 | Special Projects | |

## COURSE DESCRIPTIONS

First Year Core Courses

EN 101 OSHA 10
1 CR
The student will learn the basic safety and health information needed for entry-level positions in the general industry.  Industry safety practices, workplace hazards, workers' rights, and employers' responsibilities will be covered in this course.

EN105 APPLICATION OF ENGINEERING TECHNOLOGY
3 CR
This course provides student orientation for the Engineering Technology program, a short history of Engineering drawing and drafting technology, and an introduction to modern technology used in the various fields and professions that are within engineering technology. This course also includes fundamental operations and applications of fractions, decimals, ratios, proportions, percentages, and basic algebra as applied in the engineering technology field.

EN 105A FUNDAMENTALS OF DRAFTING
2 CR
The student will identify and display the basic use of drafting instruments. Emphasis will be placed on reading the various scales, engineering lettering, and manipulation of compasses, dividers, and other tools

EN 107 INTRODUCTION TO UAS FLIGHT
1 CR
Students will be introduced to the world of Unmanned Aerial Systems (UAS). This course exposes students to basic aviation flight principles, safety considerations, FAA regulations, and current UAS applications. The student will safely pilot an entry-level UAS within a controlled environment.

EN 110 DRAFTING 2D VIEWS AND DIMENSIONING
2 CR
Technical drawing exercises are produced using the methods of projection and the fundamentals of drafting.  Emphasis in accuracy, completeness and time management. Multi-view drawings are produced through the application of the principles of orthographic projection. Problems and projects cover the relationship of views to each other, methods of developing views, alternate positions, and revolution.

EN 115 ENGINEERING TECHNOLOGY PROJECTS I
2CR
The student will be assigned projects, which will require application of basic design to develop all drawings from sketches and layouts to complete details of the assigned projects. Some projects will be developed using the team concept with a need for working with others. Emphasis is placed on the followership role.

EN 120A CIVIL DRAFTING FUNDAMENTALS
2CR
Methods of construction geometric figures, tangency's, ellipses, parabolas, and hyperbolas are used to complete the exercise and projects in this course.

EN 130 CAD FUNDAMENTALS
2 CR
This includes constructing various pictorial drawings using the various methods of projection. Methods applied are axonometric, oblique and perspective projection. Sectional views include full, half, broken, revolved, thin and removed sections. Dimensions involve complete size description. It includes aligned and unidirectional dimensions systems, decimal, metric and fractional dimensions, and notes and standard classification of cylindrical fits.

EN 150 TOPOGRAPHIC TRIANGULATION
2CR
This course consists of applications of triangles used in drafting and engineering with an emphasis placed on finding solutions to right and oblique triangles as related in the engineering field.

EN 160A APPLICATIONS OF SPATIAL REASONING IN ENGINEERING
3 CR

This course consists of a demonstration of the uses of fundamental geometric theorems applied to various drafting principles. Emphasis is placed on proper construction methods of all geometric figures and use of geometric formulas used in the field to assist the student in their CAD training.  This course is essential and a prerequisite to Topographic Triangulation for the recognition of triangles contained in complex drawings.

EN 177 MECHANICAL CAD/CAM DRAFTING
2 CR
The student will learn the basics of production drawing by means of 3-dimensional modeling CAD program provided. The student will create parts, assemblies, and properly annotated production drawing sets in ways that align with industry practices.

EN 180A COMPUTER AIDED DRAFTING (CAD) I
2 CR
This course instructs on the application of computer-aided design (CAD) and computer-aided manufacturing (CAM) in the field of carpentry.  Students will learn the basics of 3D CAD, CNC router programming, and operations. By the end of this course, students will have the knowledge and skills needed to design and build custom woodworking items using CNC machines. Pre-requisite: open only to Carpentry students

EN 182 CAD DRAFTING MODELS
1 CR
The student will learn different methods for creating 3-dimensional design models using the CAD program provided.  Emphasis is placed on scales, coordinates, proper projections and referencing multiple design models together.

EN 185 CIVIL CAD FUNDAMENTALS
2 CR
The student will learn the basics of infrastructure design through the use of civil CAD program provided. The student will use template 3-dimensional infrastructure designs to perform the civil drafting techniques and mathematical concepts previously learned during the manual drafting courses.

EN 190 BASIC SURVEYING WITH MATHEMATICS
3 CR
The manipulations involved in setting up the engineering transit and level are covered in this course. Basics of note-taking and transfer of data to a drawing are stressed. Mathematics includes latitude, departure, azimuth, bearing and length calculations making sure a traversed area will close.

## Second Year – Civil Engineering Technology specialization

EN 210A ENGINEERING TECHNOLOGY PROJECTS II
3 CR
Students will lead and/or work with others in preparing working design models and drawings, all research, design sketches, checking, cost analysis and feasibility of marketing is the student's responsibility.  Emphasis is on the leadership role and project management.
Students in this phase of study will direct others in preparing working drawings, all research, design sketches, checking, cost analysis and feasibility of marketing is the student's responsibility. Emphasis in PD II is on the leadership role.

EN 235 GEOGRAPHICAL INFORMATION SYSTEMS (GIS)*
2 CR
This course will deal with the practical understanding of GIS concepts, techniques and real world applications This introductory course in Geographic Information Systems is designed to provide basic knowledge of GIS theory and applications using the existing state-of- the-art GIS software.

EN 257 CIVIL DESIGN CAPSTONE
7 CR
The student will apply concepts learned throughout their education in Civil/Surveying to create a basic set of design files and plans for a residential subdivision in accordance with the provided design standards and regulations.

EN 265 CIVIL PLANS AND REGULATIONS
2 CR
This course introduces the components of a subdivision set of plans by means of city, county, and state regulations.  Including legal description, horizontal and vertical design.

EN 275 CIVIL CAD ADVANCED PROCEDURES
3 CR
Design models and drawings for land development are prepared using the Civil CAD program provided.  Emphasis is on the layout and design of parcels, roadways, residential utilities and surface grading.

EN 280A OCCUPATIONAL WORK EXPERIENCE
5 CR
Students who complete the Capstone project and obtain a job with a company in the field of expertise of the Mechanical Engineering Technology program are eligible for Occupational Work Experience (OWE). Students on OWE shall begin working full-time and coordinate with their supervisor to submit weekly reports of the tasks they were active on with performance scores.

EN 281 SPECIAL PROJECTS
5 CR
Students who complete the capstone project and are awaiting employment or graduation shall complete the special projects course.  These special projects will be assigned from faculty to better prepare students for their jobs, post-graduation. Project discipline and deliverables will be considered when assigning to a student to ensure the student has the right skills to complete the project and/or the project aligns with the concentration of the student.

EN 285 GLOBAL POSITIONING SYSTEMS (GPS)
3 CR
This course focuses primarily on the Global Positioning System (GPS) and gives the student hands-on experience with a surveying system. This course examines current and future GPS applications. Students will explore basic navigation, map coordinate systems, and then integrate this knowledge with the GPS satellite navigation system.

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| GENERAL EDUCATION PROGRAM |
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**Mission Statement for the General Education Program:**
The mission of the General Education Program at NWKTC is to provide opportunities for students to engage in critical, creative and reflective thinking about how various academic disciplines provide information and ideas that can enhance our personal and workplace experiences.

The Associate of Applied Science (AAS) degree requires a minimum of 15 credit hours of general education coursework, chosen from the "buckets" approved by the Kansas Board of Regents.

Beyond those six KBOR-designated buckets (PLOs #1-6), NWKTC requires additional courses that count toward the General Education requirement of our academic and career/technical programs (PLO #7, 8, 9).

**Program Learning Outcomes:**
- PLO #1. **English Discipline Area**.
- Demonstrates proficiency in reading, writing, and information literacy in order to effectively communicate and to create accurate business/academic/personal documents

- PLO #2. **Communications Discipline Area**
- Demonstrates proficiency in speaking and listening in order to effectively communicate with others as well as to develop teamwork and resolve conflict

- PLO #3. **Mathematics & Statistics Discipline Area**
- Demonstrates proficiency in numerical literacy and mathematical skills in order to accurately conduct personal and professional business

- PLO #4. **Natural & Physical Sciences (with Lab) Discipline Area**
- Demonstrates proficiency in using the scientific method of inquiry in order to understand how natural and physical laws and processes impact our world, and to determine how human activity has impacted the natural and physical world

- PLO #5. **Social & Behavioral Sciences Discipline Area**
- Demonstrates the ability to apply an understanding of human behavior and/or group dynamics in order to effectively work with others, anticipate how others might behave, establish behavioral expectations, and affirm the uniqueness that each individual has developed as a result of their backgrounds and experiences

- o PLO #6. **Arts & Humanities Discipline Area**
- o Demonstrates the ability to explore the human experience, to express oneself and to relate to others through creative endeavors, and to engage in self-reflection

- o PLO #7. **Institutionally Designated Area (Personal Finance**).
- o Demonstrates sound judgement in planning and making personal financial decisions

- o PLO #8. **Institutionally Designated Area (Student success seminar).**
- o Demonstrates the willingness to explore the resources provided in the college environment and to meet or exceed the expectations for integrating into the college environment while developing academic skills that will enhance success in college

- o PLO #9. **Institutionally Designated Area (Computer Fundamentals**).
- o Demonstrates proficiency using computer technology applications in personal and professional settings.

The general education courses listed below are available for students enrolled in programs of study leading to the AAS degree as well as to students in the Early College programs.

However, these general education courses are not "tiered" by the state, and so high school students will need to pay applicable tuition and fees.

Northwest Tech participates in the Kansas Board of Regents Seamless Systemwide Transfer program. Courses approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions are denoted with this icon:

**COURSE DESCRIPTIONS by General Education "Bucket"**

**PLO #1. English Discipline Area.**

ENGL 105 TECHNICAL WRITING
3CR
Technical Writing presents the essentials of practical writing in the workplace. Students in the transportation and construction programs are the target audience for this class. Topics will include: completing work orders, estimates, and service documentation; writing for clarity and brevity; implications for liability and accountability; review of punctuation, spelling, and the standard conventions of written English; editing, proofreading and revising.

ENGL106.  Tech Writing-Code Documentation
3 CR
This course introduces students to technical writing skills needed to create appropriate documentation for the apps they develop.  Software documentation is written text or illustration that accompanies computer software (or is embedded in the source code).  This documentation either explains how the software operates, or how to use the software.

ENGL 110 ENGLISH COMPOSITION I. 3 CR
English Composition I is the introductory college-level writing communication course.  Topics include: conventions of voice, tone, format, and structure appropriate for various audiences; plagiarism; parts of speech; punctuation; spelling; syntax and grammar.  Emphasis is placed on the writing process, the standards of conventional written English, peer review, and ethical practice when integrating sources.  Written assignments explore four rhetorical styles, which may include the narrative, descriptive, process, compare/contrast, analytical, and/or persuasive essays.

ENGL 112 ENGLISH COMPOSITION I WITH REVIEW   5 CR
English Composition I is the introductory college-level writing communication course.  Topics include: conventions of voice, tone, format, and structure appropriate for various audiences; plagiarism; parts of speech; punctuation; spelling; syntax and grammar.  Emphasis is placed on the writing process, the standards of conventional written English, peer review, and ethical practice when integrating sources.  Written assignments explore four rhetorical styles, which may include the narrative, descriptive, process, compare/contrast, analytical, and/or persuasive essays. In addition to the lecture section, mandatory review sessions provide additional practice in pre-writing, outlining, drafting, editing, revising, proofreading, and self-critiquing the course assignments.

ENGL 115 ENGLISH COMPOSITION II. 3 CR
Prerequisite: English Composition I.
English Composition II focuses on the research paper, also known as the argumentative essay or persuasive essay. Topics include: locating and evaluating sources; critical reading of scholarly articles; creating the annotated bibliography; identifying logical fallacies; incorporating the three forms of persuasive appeals; developing the argument and countering the rebuttal; summarizing, paraphrasing and synthesizing sources; employing a style guide to cite sources; employing the writing process to create a compelling final version of the research paper.

ENGL 118 CREATIVE WRITING  3 CR
This is an introductory course emphasizing the fundamentals of creative writing with a focus on the short story, creative nonfiction, graphic novels, drama, and poetry. Students will compose and revise a piece of creative writing in the genre of their choice while applying learned techniques and analyzing a variety of published material.

ENGL 135 INTRODUCTION TO LITERATURE. 3 CR
This course introduces the student to a variety of literary genres including fiction, drama, and poetry. Focus is placed on analyzing the use of literary elements and how they are implemented to consider the human condition, life experience, and relationship between author and reader.

| PLO #2.  Communications Discipline Area |
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COMM 120 PUBLIC SPEAKING. 3 CR
This course is an introductory college-level communications class that focuses on developing competent speakers and

listeners. Topics include: composing a message; delivering a message appropriate for the topic, purpose, and audience; exploring the purpose of oral discourse; vocal pitch, rate, and intensity; articulation; nonverbal behavior; use of visual aids; elements of critical listening; and evaluating the speech event/performance.

### COMM 150 INTERPERSONAL COMMUNICATION. 3CR
This course presents both a theoretical and practical approach to enhancing communication within groups. Topics include: effective communication techniques within various contexts; conflict management; impact of gender and culture on communication; effective listening habits; verbal and nonverbal messages; perception of self and others on communication. Emphasis is placed on developing and practicing strategies that bring about desired results in personal and professional relationships.

| PLO #3. Mathematics & Statistics Discipline Area |
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### MATH 105 TECHNICAL MATH. 3 CR
This course provides material designed for career technical students who need to study particular mathematical topics. These are presented on an introductory level and the emphasis is on the applications.

### MATH 107 TECHNICAL MATH W/REVIEW. 5 CR
This course provides material designed for career technical students who need to study particular mathematical topics. These are presented on an introductory level and the emphasis is on the applications.

### MATH 110 INTERMEDIATE ALGEBRA. 3 CR
The course reviews standard topics of algebra. Students will study linear and quadratic equations, graphing, functions and functional notation, quadratic, rational, logarithmic and exponential functions, systems of equations, and matrix algebra.

### MATH 112 INTERMEDIATE ALGEBRA W/REVIEW. 5 CR

### MATH 115 COLLEGE ALGEBRA. 3 CR
The course reviews standard topics of algebra. Students will study linear and quadratic equations, graphing, functions and functional notation, quadratic, rational, logarithmic and exponential functions, systems of equations, and matrix algebra.

### MATH 117. COLLEGE ALGEBRA W/REVIEW. 5 CR

### MATH 120. Contemporary Math. 3 CR
This course introduces students to the critical and logical thinking skills necessary to solve various problems. Key concepts include: estimation, generalization of principles and theories to the real world; statistics for decision making; basic concepts of probability and risk; applying mathematical tools to financial applications and to the study of social issues or other applications across many different disciplines. An emphasis on computer logic provides the basis for work in app and software development.

### MATH 140 TRIGONOMETRY. 3 CR
This course will enable the student to identify and manipulate trigonometric functions, solve triangles, use and prove

identities, solve trigonometric equations, use and apply vectors to real life models, and use complex numbers and polar coordinates.

MATH 180 ELEMENTARY STATISTICS. 3 CR
This is a beginning course in statistical analysis, the skill of making sense of raw data - constructing graphical representations of data,
developing models for making predictions, performing tests to determine significant change and finding intervals for population values. Students will learn the basics of descriptive statistics, probability, sampling, confidence intervals, distributions, hypothesis testing, regression and correlation.

MATH 240 ANALYTICAL GEOMETRY & CALCULUS I. 5 CR
Limits and continuity of functions; differentiation and integration of algebraic functions; applications of the derivative and definite integral; differentiation of exponential, logarithmic functions; and statistics. Students will use the TI-64 Silver graphing calculators throughout the entire class. They will do problems algebraically and then support the results graphically, and vice versa.

| PLO #4.  Natural & Physical Sciences (with Lab) Discipline Area |
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BIO 155 GENERAL BIOLOGY   5 CR
This course provides an emphasis in biological principles common to all life forms. It is designed for all students, but particularly for those in areas of study other than biological sciences. The course stresses the nature of scientific thinking, data handling and problem solving as it applies to scientific reasoning.

BIO 290 ANATOMY & PHYSIOLOGY. 5 CR
This course is designed to provide the student with a working knowledge of the structure and function of the human body. Study emphasis will be the function of the human body and a basic knowledge of gross anatomy. Laboratory work will include study of the major body systems.

PH 143 GENERAL PHYSICS. 5 CR
This course will enable the student to understand the principles of mechanics, heat, and thermodynamics, and wave motion and sound. The student will perform laboratory experiments enhance the concepts listed above as well as introduction to the principles and techniques of scientific investigation and data handling.

SCI 150 EARTH SCIENCE. 5 CR
This course will enable the student to explain introductory material to geology in all aspects including some historical concepts. The student will explain the fundamentals of physical geology with an emphasis on the plate tectonics explanation of such phenomena as volcanism, earthquakes, and mountain building. The student will explain the importance of streams, weathering and erosion, glaciations, and wave action in shaping the land. The student will discuss minerals, rocks and natural resources. Students will participate in laboratory work including identification of minerals and rocks, use of topographic and geologic maps, and use and interpretation of aerial photographs in geology.

SCI 176 FUNDAMENTALS OF GENERAL CHEMISTRY. 5 CR
This course begins with an introduction of chemistry and the basic mathematics and physics needed to understand the

subject. Further topics covered are atomic structure, the elements, bonding in compounds, nomenclature, chemical calculations and equations, gases, liquids, and solids, solutions, pollution of the atmosphere, and oxidation and reduction reactions. Where possible, relevant examples and assignments may be given for students to apply chemistry to their everyday lives.

SCI 201 METEOROLOGY. 3 CR
This course provides an introduction to atmospheric phenomena and weather. It is designed to provide comprehensive knowledge of the earth's atmosphere and it's changing behavior as it relates to human activities and how it influences our daily lives. This course provides a first look at various aspects of meteorology including solar radiation, global circulation, environmental issues, winds, cloud formation, stability, precipitation processes, weather systems, and severe weather. The course will also cover meteorological terminology, large-scale climate processes such as El Nino, and will discuss techniques of weather forecasting. Basic physical principles and processes are emphasized that are important for understanding the world and have broad implications for students interested in weather and global environmental change and other environmental disciplines.

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| **PLO #5. Social & Behavioral Sciences Discipline Area** |

GOV 105 AMERICAN GOVERNMENT. 3 CR
Students will study federalism, including the Constitution, civil liberties, political socialization, the media, political parties, the branches of government and foreign policy. The student will recognize the concerns of diverse populations, relationships between the federal government and current events and how they impact his/her life.

GOV 130 AMERICAN TRADITIONS I  3 CR
Finding Philadelphia: Path to Freedom and Liberty in America is designed to increase the knowledge and understanding of the Constitution through the personalities of the Founding Fathers. This class will focus on the attitudes and personal beliefs of twenty of the signers of the Constitution. The personalities and political philosophies of these men shaped the writing of the Constitution. Through the text and other readings we will discuss why the document was important to each of them and what they believed about the articles that make up the Constitution as they were written. We will also explore how the Founding Fathers thought about such issues as gun control, states rights, and religion in government. This class will make use of lecture, discussion, and reasoned debate. Students will become familiar with the Founding Fathers and will have an increased knowledge of the beginnings of the United States. Students will be able to articulate the founding principles and have a conservative point of reference.

HIST 115 WORLD HISTORY I. 3 CR
This course provides students an introduction to the history of the major world civilizations up to approximately 1500. Upon successful completion of the course, students will be able to identify the major political, social, economic and technical developments in the histories of Egypt, Mesopotamia, other Near Eastern civilizations, Rome, Greece, India, China, sub-Saharan Africa, pre-Columbian American and medieval Europe. Students will be able to define the concept of a traditional, as opposed to a modern, society. Students will be able to compare these societies with each other and with the modern society of the contemporary United States.

HIST 120 WORLD HISTORY II. 3 CR
An introductory survey covering world history from 1500 to the present, with an emphasis on the forces that have shaped the contemporary world.

⫟PSY 176 PSYCHOLOGY. 3 CR

This course provides a broad overview and introduction to the field of psychology.  Topics include an historical perspective of the field, the major philosophical bases of psychology, the scientific method, the biological basis of behavior, sensation/perception, learning, memory, cognition, intelligence, motivation, development, personality, psychological disorders, and social psychology. The student will be able to use his/her knowledge of the discipline and the critical thinking skills gained from this course to enhance the quality of his/her life as he/she interacts with others.

⫟PSY 177 DEVELOPMENTAL PSYCHOLOGY. 3CR

This course provides an overview of individual development from birth through death.  Topics include the major theories of social, emotional, cognitive, and physical development throughout the lifespan, including the processes of death and dying.  Special attention will be given to the research methods that psychologists use to develop and revise their theories.

⫟SOC 105 SOCIOLOGY. 3 CR

This course is a study of human beings, their relationship to their environment and the nature of social groups, such as the family, race, class, religion and civilization.

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**PLO #6.  Arts & Humanities Discipline Area**

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⫟FL 150 SPANISH I. 5 CR

Spanish 1 is designed for students who have no or limited knowledge of either Spanish or linguistics. Instruction is based on a communicative approach, with activities designed to emphasize the development of the comprehension of speaking, listening, reading, and writing skills dealing primarily with the Spanish-speaking world and with the cultural and historical background of Spanish civilization; oral and aural drill supplemented by practice in laboratory.

⫟FL 250 SPANISH II. 5 CR

This course continues the introduction begun in Spanish 1 to the Spanish language and the culture of Spanish speaking countries. Spanish 2 is designed for students who have had an introduction to Spanish, but have not completed their language requirement or who want to increase their Spanish proficiency. The content of this course is designed to strengthen the student's ability to communicate in the target language. Readings, class discussions, and a variety of activities will be used to help the student improve speaking, listening, reading, and writing skills. The Spanish language will be presented within the context of contemporary Spanish speaking cultures.

HUM 102 WORKPLACE ETHICS. 3 CR

This course provides an introduction to ethical decision making in light of workplace situations.  Moral dilemmas are discussed, with examples of disciplinary actions typically available to employers.  Topics include: billable hours; up-charging for parts/supplies; employee theft of time and tangible property; use of sick leave and personal leave; conflicts of interest; harassment and bullying; insubordination and insolence; unauthorized use or possession of company tools/equipment; intoxication or impairment on the job; misrepresentation of absences; disregard of safety regulations; failure to adhere to work and time schedules.

⫟HUM 105 ETHICS. 3 CR

This course introduces the significance of moral philosophy in a broader context.  Students will demonstrate an understanding of major normative ethical theories and recognize key characteristics of philosophical inquiry as well as apply ethical theories to moral problems.

> **PLO #7.  Institutionally Designed Area (Personal Finance).**

BA 215 Personal Finance. 3 CR
This course will provide an overview of personal and family financial planning with an emphasis on recordkeeping, planning your spending, tax planning, consumer credit, making buying decisions, purchasing insurance, selecting investments, and retirement and estate planning.

> **PLO #8.  Institutionally Designed Area (Student success seminar).**

SO 100 STUDENT SUCCESS SEMINAR. 1 CR
This course provides an orientation to NWKTC and to college life.  College policies, procedures and tips/strategies for successfully completing programs of study are the key elements of this class.  Topics include:  time management; test taking; note taking; study habits; relationships; reading/remembering; the AAS degree; finances; workplace soft skills.

> **PLO #9.  Institutionally Designed Area (Computer Fundamentals).**

CF 101 COMPUTER FUNDAMENTALS. 3 CR
This course is designed to include computer concepts, terminology, hardware structures and software applications for business and professional use.  Special emphasis will be on the operating systems, the Internet, word processing, database, presentation, graphics, and spreadsheets.

> **ELECTIVES with Restricted Enrollment**
> **The courses listed below are restricted to students who meet eligibility criteria.**

GOV 125 CIVIC ENGAGEMENT I
2 CR
This course is designed to help students develop skills as active participants in a democratic society through direct service, education and reflection opportunities.
Enrollment is restricted to students who are eligible for the student activity scholarship.

GOV 135 CIVIC ENGAGEMENT II
2 CR
Provides students the opportunity to continue to learn about the importance of community engagement and community service. Students will develop skills through active participation in service projects available throughout the semester from a variety of organizations.
Enrollment is restricted to students who are eligible for the student activity scholarship.

GOV 145 CIVIC ENGAGEMENT III
2 CR
Provides students the opportunity to continue to learn about the importance of community engagement and community service. Students will develop skills through active participation in service projects available throughout the semester from a variety of organizations.
Enrollment is restricted to students who are eligible for the student activity scholarship.

GOV 155 CIVIC ENGAGEMENT IV
2 CR
Provides students the opportunity to continue to learn about the importance of community engagement and community service. Students will develop skills through active participation in service projects available throughout the semester from a variety of organizations.
Enrollment is restricted to students who are eligible for the student activity scholarship.

PE 126 INTERCOLLEGIATE TRACK & FIELD
2 CR
This course is for Intercollegiate Track and Field Competition - Men and Women. This course will advance the skills of the student interested in track and field. Emphasis is on individual participation and competition. If student desires to compete in NJCAA meets, he/she must meet association and team eligibility requirements.
Enrollment is restricted to students who are members of the track/field team.

PE 127 INTERCOLLEGIATE TRACK & FIELD SKILLS
2 CR
An activity course designed to teach and practice fundamental skills of track and field. Basic skills through advanced techniques and sequences will be taught. Skills and proficiencies in this course are enhanced by supervised repetition and practice within class periods.
Enrollment is restricted to students who are members of the track/field team.

PE 128 INTERCOLLEGIATE TRACK & FIELD THEORY
2 CR
This course teaches a basic understanding of coaching methods involved in track and field events. This will be integrated with a basic knowledge of sports science as it applies to coaching.
Enrollment is restricted to students who are members of the track/field team.

PE 132 INTERCOLLEGIATE CROSS COUNTRY SKILLS
2 CR
An activity course designed to teach and practice fundamental skills of cross-country. Basic skills advanced techniques and sequences will be taught. Skills and proficiencies in this course are enhanced by supervised repetition and practice within class periods. If student desires to compete in NJCAA meets, he/she must meet association and team eligibility requirements.
Enrollment is restricted to students who are members of the cross country team.

PE 133 INTERCOLLEGIATE CROSS COUNTRY THEORY
2 CR
This course teaches a basic understanding of coaching methods involved in cross-country events. This will be integrated with a basic knowledge of sports science as it applies to coaching. If student desires to compete in NJCAA meets, he/she must meet association and team eligibility requirements.
Enrollment is restricted to students who are members of the cross country team.

PE 139 INTERCOLLEGIATE SOFTBALL
2 CR
This course is for intercollegiate varsity softball competition - women. This course will advance the skills of the student interested in softball. Emphasis is on individual participation and competition team play. If student desires to compete in NJCAA matches, tournaments/games, she must meet association and team eligibility requirements.
Enrollment is restricted to students who are members of the softball team.

PE 147 INTERCOLLEGIATE SOFTBALL SKILLS
2 CR
A class designed to introduce and develop skills necessary to participate in softball. The skills will vary from beginning to advance depending upon the individual and class makeup. Primary emphasis will be on the application of skills developed. Skills and proficiencies in this course are enhanced by supervised repetition and practice within class periods.
Enrollment is restricted to students who are members of the softball team.

PE 157 INTERCOLLEGIATE SOFTBALL THEORY
2 CR
The game of softball will be analyzed from a theoretical perspective utilizing lecture, lab and discussion in a classroom setting.
Enrollment is restricted to students who are members of the softball team.

PE 148 SHOTGUN SAFETY AND MAINTENANCE
2CR
This course emphasizes shotgun safety and how to properly clean and maintain a shotgun. Students will learn how to compete in shooting sports at a collegiate level.
Enrollment is restricted to students who are members of the shooting sports team.

PE 153 COMPETITIVE SHOOTING SPORTS I
2 CR
This course provides training and practice in skill development related to shooting sports.
Enrollment is restricted to students who are members of the shooting sports team.

PE 166 COMPETITIVE SHOOTING SPORTS II 2 CR
Training includes trapshooting, skeet, and sporting clays. This will include target acquisition and line of sight training. Students will learn how to score and league rules for competition. Shooting etiquette will be taught through class and competitions.
Enrollment is restricted to students who are members of the shooting sports team.

PE 174 COMPETITIVE SHOOTING SPORTS III 2 CR
This course will teach the basic technical skills and aspects of include target acquisition and line of sight training. Students will learn how to score and league rules for competition. Shooting etiquette will be taught through class and competitions.
Enrollment is restricted to students who are members of the shooting sports team.

PE 188 COMPETITIVE SHOOTING SPORTS IV
2 CR
Training includes trapshooting, skeet , and sporting clays. This will include target acquisition and line of sight training. Students will learn how to score and league rules for competition. Shooting etiquette will be taught through class and competitions.
Enrollment is restricted to students who are members of the shooting sports team.

PE 170 INTERCOLLEGIATE WRESTLING
2 CR
This course teaches Intercollegiate Wrestling competition - men and women. This course will advance the skills of the student interested in wrestling. Emphasis is on individual participation and competition. If student desires to compete in NJCAA matches/tournaments/games, he/she must meet association and team eligibility requirement.
Enrollment is restricted to students who are members of the wrestling team.

PE 171 INTERCOLLEGIATE WRESTLING SKILLS
2 CR
Traditional folk style wrestling allows students to advance their skills in wrestling. Basic skills through advanced techniques and sequences will be taught. Skills and proficiencies in this course are enhanced by supervised repetition and practice within class periods.
Enrollment is restricted to students who are members of the wrestling team.

PE 172 INTERCOLLEGIATE WRESTLING THEORY
2 CR
Fundamental skills and strategies of wrestling will be analyzed from a theoretical perspective utilizing lecture, lab and discussion in a classroom setting. The course is designed to improve students' understanding of skills and strategies needed to compete in wrestling, both as a player and coach.
Enrollment is restricted to students who are members of the wrestling team.

PE 185 INTERCOLLEGIATE BASKETBALL
2 CR
This course is for intercollegiate varsity basketball competition - men and women. This course will advance the skills of the student interested in basketball. Emphasis is on individual participation and competition team play. If student desires to compete in NJCAA games/tournaments, he/she must meet association and team eligibility requirements.
Enrollment is restricted to students who are members of the basketball team.

PE 186 INTERCOLLEGIATE BASKETBALL SKILLS
2 CR
This course provides skill development in the game of basketball. Emphasis will be placed on games using less than full teams and half-court situations. Skills/proficiencies are enhanced by supervised repetition and practice.
Enrollment is restricted to students who are members of the basketball team.

PE 187 INTERCOLLEGIATE BASKETBALL THEORY
2 CR
The game of basketball will be analyzed from a theoretical perspective utilizing lecture, lab and discussion in a classroom setting.
Enrollment is restricted to students who are members of the basketball team.

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| **2023-2024** **NWKTC Catalog and Student Handbook** | |
| MECHANICAL ENGINEERING TECHNOLOGY | |

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**Description:** Mechanical Engineering Technology at Northwest Tech provides a well-balanced curriculum in drafting, design, and advanced manufacturing processes by covering three basic areas of mechanical computer-aided drafting, additive manufacturing (3D printing) and subtractive manufacturing (multi-axis CNC machining). Students will develop necessary job skills and related technical information in an on-the-job atmosphere similar to an actual engineering/manufacturing firm. Training will begin on the drafting boards and move to computers using the same software that industry uses, as well as multiple advanced manufacturing machines within the 1800 sq.ft. Advanced Manufacturing Lab. Design and mathematical applications are used throughout many diverse live projects that the program is involved with.

**Degree/Certificates awarded:**
AAS
Tech Cert A, Tech Cert B, Tech Cert C

**Accreditation/Certification:**

**Program Learning Outcomes:**
Upon successful completion of the program, the student will be able to:
- Apply the theory of engineering to specific jobs using critical thinking/reasoning.
- Draw multi-view projections.
- Apply geometry to geometric designs.
- Draw prints from sectional views.
- Develop and prepare drawings for intersecting and transitional pieces.
- Analyze and perform surveying procedures.
- Apply architectural commands for office design.
- Prepare drawings in mechanical, civil, and architectural areas.
- Demonstrate mathematical and reasoning skills.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.

**Program Schedule:**
Students will attend class from 7:00 a.m. – 2:30 p.m., Monday through Friday

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First Semester:

| Course # | Course Name |
| --- | --- |
| CF 101 | Computer Fundamentals |
| EN 105 | Applications of Engineering Technology |
| EN 105A | Fundamentals of Drafting |
| EN 110 | Drafting 2D Views and Dimensioning |
| EN 115 | Engineering Technology Projects I |
| EN 120A | Civil Drafting Fundamentals |
| EN 130 | CAD Fundamentals |
| ENGL 110 (or 112) | English Composition I (or English Comp I with Review) |

Second Semester:

| Course # | Course Name |
| --- | --- |
| EN 101 | OSHA 10 |
| EN 150 | Topographic Triangulation |
| EN 160A | Applications of Spatial Reasoning in Engineering |
| EN 182 | CAD Drafting Models |
| EN 177 | Mechanical CAD/CAM Drafting |
| EN 185 | Civil CAD Fundamentals |
| EN 190 | Basic Surveying with Mathematics |
| MATH 110 (or 112) | Intermediate Algebra (or Intermediate Algebra with Review) |

Third Semester:

| Course # | Course Name |
| --- | --- |
| BA 215 | Personal Finance (Required) |
| MEC 200 | Advanced Mechanical Drafting |
| MEC 205 | Manual Machining Operations |
| MEC 210 | Mechanical Engineering Technology Projects II |
| MEC 215 | Additive Manufacturing Design & Operations |
| BEH 105 | Human Relations (Required, or Ethics, PSY, SOC) |

Fourth Semester:

| Course # | Course Name |
| --- | --- |
| MEC 250 | Mechanical Design Capstone |
| MEC 260 | Advanced Manufacturing Processes |
| MEC 280 OR MEC 281 | MET Occupational Work Experience &/or Special Projects |

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## COURSE DESCRIPTIONS

### First Year Core Courses

EN 101 OSHA 10
1 CR
The student will learn the basic safety and health information needed for entry-level positions in the general

industry. Industry safety practices, workplace hazards, workers' rights, and employers' responsibilities will be covered in this course.

EN105 APPLICATION OF ENGINEERING TECHNOLOGY
3 CR
This course provides student orientation for the Engineering Technology program, a short history of Engineering drawing and drafting technology, and an introduction to modern technology used in the various fields and professions that are within engineering technology. This course also includes fundamental operations and applications of fractions, decimals, ratios, proportions, percentages, and basic algebra as applied in the engineering technology field.

EN 105A FUNDAMENTALS OF DRAFTING
2 CR
The student will identify and display the basic use of drafting instruments. Emphasis will be placed on reading the various scales, engineering lettering, and manipulation of compasses, dividers, and other tools

EN 107 INTRODUCTION TO UAS FLIGHT
1 CR
Students will be introduced to the world of Unmanned Aerial Systems (UAS). This course exposes students to basic aviation flight principles, safety considerations, FAA regulations, and current UAS applications. The student will safely pilot an entry-level UAS within a controlled environment.

EN 110 DRAFTING 2D VIEWS AND DIMENSIONING
2 CR
Technical drawing exercises are produced using the methods of projection and the fundamentals of drafting. Emphasis in accuracy, completeness and time management.

Multi-view drawings are produced through the application of the principles of orthographic projection. Problems and projects cover the relationship of views to each other, methods of developing views, alternate positions, and revolution.

EN 115 ENGINEERING TECHNOLOGY PROJECTS I
2CR
The student will be assigned projects, which will require application of basic design to develop all drawings from sketches and layouts to complete details of the assigned projects. Some projects will be developed using the team concept with a need for working with others. Emphasis is placed on the followership role.

EN 120A CIVIL DRAFTING FUNDAMENTALS
2CR
Methods of construction geometric figures, tangency's, ellipses, parabolas, and hyperbolas are used to complete the exercise and projects in this course.

EN 130 CAD FUNDAMENTALS
2 CR
This includes constructing various pictorial drawings using the various methods of projection. Methods applied are axonometric, oblique and perspective projection. Sectional views include full, half, broken, revolved, thin and removed sections. Dimensions involve complete size description. It includes aligned and unidirectional dimensions systems, decimal, metric and fractional dimensions, and notes and standard classification of cylindrical fits.

EN 150 TOPOGRAPHIC TRIANGULATION
2CR
This course consists of applications of triangles used in drafting and engineering with an emphasis placed on finding solutions to right and oblique triangles as related in the engineering field.

EN 160A APPLICATIONS OF SPATIAL REASONING IN ENGINEERING
3 CR
This course consists of a demonstration of the uses of fundamental geometric theorems applied to various drafting principles. Emphasis is placed on proper construction methods of all geometric figures and use of geometric formulas used in the field to assist the student in their CAD training. This course is essential and a prerequisite to Topographic Triangulation for the recognition of triangles contained in complex drawings.

EN 177 MECHANICAL CAD/CAM DRAFTING
2 CR
The student will learn the basics of production drawing by means of 3-dimensional modeling CAD program provided. The student will create parts, assemblies, and properly annotated production drawing sets in ways that align with industry practices.

EN 182 CAD DRAFTING MODELS
1 CR
The student will learn different methods for creating 3-dimensional design models using the CAD program provided. Emphasis is placed on scales, coordinates, proper projections and referencing multiple design models together.

EN 185 CIVIL CAD FUNDAMENTALS
2 CR
The student will learn the basics of infrastructure design through the use of civil CAD program provided. The student will use template 3-dimensional infrastructure designs to perform the civil drafting techniques and mathematical concepts previously learned during the manual drafting courses.

EN 190 BASIC SURVEYING WITH MATHEMATICS
3 CR
The manipulations involved in setting up the engineering transit and level are covered in this course. Basics of note-taking and transfer of data to a drawing are stressed. Mathematics includes latitude, departure, azimuth, bearing and length calculations making sure a traversed area will close.

## Second Year – Mechanical Engineering Technology specialization

MEC 200 ADVANCED MECHANICAL DRAFTING
2 CR
Application of all basics of drafting is applied in this segment of technical drafting and expands to include complex assembly drawings, weldment drawings, flat patterns, and more design techniques related to the mechanical and manufacturing profession. Projects are assigned to include research, use of multiple CAD/CAM software, and solving basic design problems.

MEC 205 MANUAL MACHINING OPERATIONS
3 CR
The student will identify and display the basic use of manual machining equipment to complete the exercises in this course. Emphasis will be placed on correctly following standard operating procedures, lab safety, tool identification, precision and the desired outcome of a final product.

MEC 210 ENGINEERING TECHNOLOGY PROJECTS II
3 CR
Students will lead and/or work with others in preparing working design models and drawings for all projects assigned. The student's responsibility in this phase of study will direct others in preparing working drawings, all research, design sketches, checking, cost analysis, and feasibility of marketing. Emphasis is on the leadership role and project management.

MEC 215 ADDITIVE MANUFACTURING DESIGN & OPERATIONS
3 CR
This course explores how to conceptualize and create a part design for an additive manufacturing Process. The student will learn and demonstrate the procedures for mechanical designs using modern software and equipment for manufacturing that require material to be added to create a product. Additive manufacturing equipment is available on-site to instruct hands-on applications that utilize various design planes, axis, and material types.

MEC 250 MECHANICAL DESIGN CAPSTONE
7 CR
Application of all material covered through the student's education will be demonstrated through a comprehensive and robust design project. The design/build project will require the student to apply mechanical design practices along with advanced manufacturing technology and techniques in order to create a functional prototype of the design following all regulations of the project scope.

MEC 260 ADVANCED MANUFACTURING PROCESS
3 CR
This course covers the modern manufacturing processes and systems, and will emphasize hands on training with industry current machines and technology, such as robotics, 3, 4, 5-axis CNC milling, and 4 & 5 axis 3D printing.

MEC 280 OCCUPATIONAL WORK EXPERIENCE
5 CR
Students who complete the Capstone project and obtain a job with a company in the field of expertise of the Mechanical Engineering Technology program are eligible for Occupational Work Experience (OWE). Students on OWE shall begin working full-time and coordinate with their supervisor to submit weekly reports of the tasks they were active on with performance scores.

MEC 281 SPECIAL PROJECTS
5 CR
Students who complete the capstone project and are awaiting employment or graduation shall complete the special projects course. These special projects will be assigned from faculty to better prepare students for their jobs, post-graduation. Project discipline and deliverables will be considered when assigning to a student to ensure the student has the right skills to complete the project and/or the project aligns with the concentration of the student.

**NORTHWEST TECH**
NORTHWEST KANSAS TECHNICAL COLLEGE

| 2023-2024 |
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| **NWKTC Catalog and Student Handbook** |
| Medical Assistant |

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**Description:** The Medical Assistant program provides students with the necessary job skills and related technical information to work as an assistant in a medical facility. Students will learn to perform clerical functions such as: scheduling and receiving patients; obtaining and maintaining patient data; completing insurance forms; medical transcription; telephone etiquette; arranging for hospital admission and laboratory services; billing; collection; and bookkeeping. Students will also learn the correct format for typing and keyboarding of letters, reports, and manuscripts.

The clinical functions students will learn to perform include: taking and recording vital signs and patient histories; performing height and weight measurements for infants through adults; screen visual acuity and color vision acuity; assisting with examinations, treatments and office surgery; collecting of specimens through venipuncture, and performing simple lab tests and electrocardiograms.

Students will also learn about sterilization procedures, instruments and equipment, disposal procedures for contaminated supplies, patient preparation procedures for X-ray and laboratory examination, drawing of blood, removing of sutures, and how to perform basic first aid and CPR procedures.

**Degree/Certificates awarded:**
AAS optional with completion of general education coursework
Tech Cert C

**Accreditation/Certification:**
The Northwest Kansas Technical College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
Commission on Accreditation of Allied Health Education Programs 1361 Park St.
Clearwater FL, 33756
727-210-2350

**Program Learning Outcomes:**
Upon successful program completion, students will be able to:

1. Demonstrate professionalism.
2. Demonstrate ICD and CPT coding procedures.

3. Demonstrate phlebotomy and entry-level laboratory testing.
4. Comply with principles of aseptic techniques and infection control.
5. Demonstrate proficiency in medical office applications.
6. Prepare patients and assist physicians with medical procedures.
7. Perform reception and administrative duties.
8. Demonstrate knowledge of Pharmacology.
9. Apply ethical concepts in the field of medicine.
10. Demonstrate mathematical and reasoning skills.
11. Demonstrate effective reading, writing, speaking, listening, and time management skills.
12. Construct a resume.
13. Promote health and wellness through nutritional knowledge

**Program Schedule:**
Students will attend class from 7:00 a.m. – 2:30 p.m., Monday through Friday

**Miscellaneous Notes:**
The Medical Assistant students are required to complete 160 hours of non-monetary supervised clinical/laboratory/medical administrative hours.

Students in the Medical Assisting Program are required to register and pass either the Certified Medical Assistant examination through the American Medical Association of Medical Assistants or the Registered Medical Assistant examination through the American Medical Technologists.

Either certification will be required prior to the release of a Degree Award for the Certificate in Medical Assisting or the Associate Degree in Applied Science in Medical Assisting.

The Registrar's office will release all documents upon receipt of notification from either Credentialing Board that the students have obtained applicable certification.

The Medical Assistant program is a one-year program. Students who wish to earn the AAS degree will need to complete an additional 10 credit hours as indicated on the program guide.

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PROGRAM GUIDE

YEAR I:  FIRST SEMESTER

| Course # | Course Name | Credits |
| --- | --- | --- |
| AL 140 | Nutrition *Online | 3 |
| BA 215 | Personal Finance (Required) | 3 |
| BIO 290 | Anatomy & Physiology (Required) | 5 |
| MA 100B | Medical Professional Issues | 2 |
| MA 115A | Medical Terminology | 3 |
| MA 121 | Patient Care I | 3 |

| MA 122 | Medical Administrative Aspects | 4 |
|--------|-------------------------------|---|
| MA 145 | Human Disease | 1 |
| SO 100 | Student Success Seminar (Required) | 1 |

| YEAR I: SECOND SEMESTER | | |
|---|---|---|
| Course # | Course Name | Credits |
| ENGL 110 or 112 | English Composition I (Required) | 3 |
| MA 152 | Insurance Billing & Coding | 3 |
| MA 160 | Patient Care II | 4 |
| MA 173 | Clinical Lab Diagnosis | 5 |
| MA 180 | Pharmacology | 3 |
| MA 182 | Pharmacology Administration | 1 |
| MA 185 | Emergency Preparedness | 1 |
| MA 190A | Medical Assisting Practicum | 6 |

| ADDITIONAL CREDITS (AAS DEGREE) | | |
|---|---|---|
| Course # | Course Name | Credits |
| ART 101 | Art Appreciation **Online** (or General Education Elective) | 3 |
| MATH 105 or higher | Math (General Education) | 3 |
| | Elective credits | 3 |
| | Elective credits | 2 |

## COURSE DESCRIPTIONS

MA 100B MEDICAL PROFESSIONAL ISSUES
2 CR
This course focuses on the basic concept of professional practice of medicine and the role and function of the medical assistant. Students discuss the personal and professional characteristics and legal and ethical standard for medical assistants; explore professional and personal therapeutic communication, and address time management and goal setting.

MA 115A MEDICAL TERMINOLOGY
3 CR
The content of this course focuses on the introduction to medical terminology. Vocabulary is explored to structure of word, prefixes, suffixes, and root words. Emphasis is on proper usage pronunciation, spelling and definition of each of the structures commonly used in the medical field.

MA 121 PATIENT CARE I
3 CR
This course is an entry-level introduction to basic clinical skills necessary for the medical assistant. Basic patient interaction such as interviewing obtaining vital signs and assisting with basic physical exams and testing will be studied. First-Aid CPR and AED Certification is offered. Procedures for the administration of injections are also included.

MA 122 MEDICAL ADMINISTRATIVE ASPECTS
4 CR

Students will learn the necessary skills to prepare and edit medical office communication material and miscellaneous documents. Rules of punctuation, capitalization, and proper sentence structure will be addressed.

MA 130 FIRST AID & CPR
1 CR
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

MA 145 HUMAN DISEASE
1 CR
This course will focus on diseases and disorders by body systems that are frequently diagnosed and treated in the medical office setting.

MA 150 PERSONAL AND COMMUNITY WELLNESS.
3 CR
This course is designed to provide the student with a working knowledge of concepts of individual and collective health and well- being. They will be taught fundamental, real-life applicable skills in order to build a foundation for health in their home as well as their community. The methods taught will give them a basis for real-life application of healthful eating and positive habits, as well as encouraging these qualities in their family and peers.

MA 152 INSURANCE BILLING & CODING
3 CR
Designed to educate the health team member with the mechanics of submission of electronic/paper insurance claim forms and current industry coding for medical office treatments and procedures.

MA 160 PATIENT CARE II
4 CR
Focus will be on expanding the knowledge gained in Patient Care 1. More complex, independent procedures performed by the medical assistant: Surgical procedures, physical therapy, and special patient exams will be explored.

MA 173 CLINICAL LAB DIAGNOSIS
5 CR
This course will introduce the principle vocabulary used by Medical Assistants in a variety of clinical lab settings. Students will be introduced the policies and procedures used when performing diagnostic tests (including a variety of CLIA waived tests) and EKG's.

MA 180 PHARMACOLOGY
3 CR
The course focus will be drug regulations legal classifications of drugs. The student will determine the effects of drug abuse and emergency drugs and supplies used in the medical office setting.

MA 182 PHARMACOLOGY ADMINISTRATION
1 CR
This pharmacology course is designed to inform Medical Assistants of the different drug classification. The student will learn the actions, side effects, clinical uses, and contraindications, adverse reactions and precautions of different

medications per classification. In addition the student will learn how to dispense medication, administer medications, and calculate medication dosage(s) and perform clinical tests.

MA 185 EMERGENCY PREPAREDNESS
1 CR
National disasters and their impact place challenges for the health care industry from emergency preparedness and response to the continuity of care. This course will focus on the types of natural disasters, the challenges associated with a natural disaster and the role of the medical assistant in a natural disaster.

MA 190A MEDICAL ASSISTING PRACTICUM
6 CR
Applied theory and practiced competencies introduced in the classroom provide each student with the opportunity to complete an externship practicum in a health care clinical setting.  A supervised practicum of 160 unpaid contact hours in a healthcare setting, demonstrating the knowledge, skills, and behaviors of the MAERB Core Curriculum in performing clinical and administrative duties, must be completed prior to graduation.  Evaluations are based on the student's preparation for duties active participation and professionalism. This experience contributes to the employability of the student.

**NORTHWEST TECH**
NORTHWEST KANSAS TECHNICAL COLLEGE

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| **2023-2024**<br>**NWKTC Catalog and Student Handbook** |
| Plumbing |

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|---|
| **Description:** The plumbing program is a two-year program that provides a hands-on approach to learning a broad base of skills for a career in plumbing. |
| **Degree/Certificates awarded:**<br>Tech Cert A, Tech Cert B, Tech Cert C<br>AAS |
| **Accreditation/Certification:**<br>NCCER |
| **Program Learning Outcomes:**<br>Upon successful completion of this program, students will be able to:<br>1. Demonstrate knowledge of safety practices, tools and materials related to the plumbing industry<br>2. Demonstrate the ability to read and calculate the estimated materials needed from blue prints<br>3. Demonstrate the ability to size, install, test and service drains, wastes and vents<br>4. Demonstrate the ability to size, install, test and service water distribution piping<br>5. Demonstrate the ability to size, install, test and service fuel gas piping<br>6. Demonstrate the ability to install and service plumbing fixtures<br>7. Demonstrate the ability to install, service and test backflow prevention devices<br>8. Demonstrate the ability to size and install private waste disposal systems<br>9. Demonstrate a general knowledge and understanding of the International Plumbing Code<br>10. Complete NC3 Ridgid Certifications. |
| **Program Schedule:**<br>Students will attend class from 8:00 a.m. – 2:30 p.m., Monday through Friday |

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PROGRAM GUIDE

## YEAR I:  FIRST SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| COMM 150 | Interpersonal Communications *Online | 3 |
| PLM 100 | OSHA 10 | 1 |
| PLM 105 | Craft Skills for Plumbing | 4 |
| PLM 110 | Plumbing Tools and Safety | 2 |
| PLM 115 | Plumbing ~~Math~~ Calculations and Drawings I | 2 |
| PLM 120 | Pipes and Fittings | 4 |
| PLM 125 | DWV and Water Distribution Systems | 2 |
| SO 100 | Student Success Seminar (Required) | 1 |

## YEAR I:  SECOND SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| MATH 105 | Technical Math | 3 |
| MATH 107 | Technical Math w/Review | |
| PLM 130 | Plumbing ~~Math~~ Calculations and Drawings II | 4 |
| PLM 135 | Building Supply Systems | 4 |
| PLM 140 | Plumbing Fixtures and Valves | 3 |
| PLM 145 | Electricity and Fuel Gas | 2 |

## YEAR II:  FIRST SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| BA 215 | Personal Finance | 3 |
| HUM 102 | Workplace Ethics | 3 |
| PLM 205 | Water Supply Systems | 4 |
| PLM 210 | Venting and Pumps | 4 |
| PLM 215 | Intermediate Plumbing | 3 |

## YEAR II:  SECOND SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| CF 101 | Computer Fundamentals | 3 |
| PLM 220 | Advanced Plumbing | 4 |
| PLM 225 | Codes and Special Systems | 2 |
| PLM 230 | Private Systems | 3 |
| PLM 235 | Medical Gas and Vacuum Systems | 1 |
| PLM 240 | Occupational Work Experience | 4 |
| PLM 241 | Advanced Plumbing Projects | |

## COURSE DESCRIPTIONS

PLM 100 OSHA-10
(1 credit)
This course introduces students to basic safety concepts for the general industry OSHA safety program.

PLM 105 CRAFT SKILLS FOR PLUMBING
(4 credits)
This course presents the NCCER Core of introductory craft skills and safety, communication skills, and introduction to construction drawings.

PLM 110 PLUMBING TOOLS AND SAFETY.
(2 credits)
This course introduces students to the plumbing profession; plumbing safety; tools of the trade.  Prerequisite:  PLM100, PLM 105

PLM 115 PLUMBING MATH AND DRAWINGS I
(2 credits)
This course introduces students to plumbing math and plumbing drawings.  Prerequisite:  PLM100, PLM 105

PLM 120 PIPES AND FITTINGS
(4 credits)
This course introduces students to plastic pipe and fittings; copper tube and fittings; cast-iron pipe and fittings; and steel pipe and fittings.  Prerequisite:  PLM100, PLM 105

PLM 125 DWV AND WATER DISTRIBUTION SYSTEMS
(2 credits)
This course introduces students to plumbing fixtures; drain, waste and vent (DWV) systems; and water distribution systems. Prerequisite:  PLM100, PLM 105

PLM 130 PLUMBING MATH AND DRAWINGS II.
(4 credits)
This course introduces students to Plumbing Math II, reading commercial drawings; structural penetrations, insulation and fire-stopping.  Prerequisite:  PLM 115

PLM 135 BUILDING SUPPLY SYSTEMS.
(4 credits)
This course introduces students to Installing and testing DWV; installing roof, floor and area drains; installing and testing water supply piping.

PLM 140 PLUMBING FIXTURES AND VALVES.
(3 credits)
This course introduces students to types of valves; installation of fixtures and valves; installing water heaters.

PLM 145 ELECTRICITY AND FUEL GAS.
(2 credits)
This course introduces students to basic electricity and fuel gas systems.

PLM 200 WATER SUPPLY SYSTEMS.
(4 credits)
This course introduces students to sizing and protecting the water supply system; Potable Water Supply Treatment and applied math for plumbing.

PLM 210 VENTING AND PUMPS.
(4 credits)
This course introduces students to types of venting; sizing DWV and storm systems; sewage pumps and sump pumps.

PLM 215 INTERMEDIATE PLUMBING.
(3 credits)
This course introduces students to corrosive resistant waste piping; compressed air; and service pumping.

PLM 220 ADVANCED PLUMBING.
(4 credits)
This course introduces students to water pressure booster and recirculation systems; indirect and special waste; business principles for plumbers and the fundamentals of crew leadership.

PLM 225 CODES and Special Systems.
(2 credits)
This course introduces students to hydronic and solar heating systems; codes.

PLM 230 PRIVATE SYSTEMS.
(3 credits)
This course introduces students to private water supply well systems; private waste disposal systems; swimming pools and hot tubs; plumbing for mobile homes and travel trailers parks.

PLM 235 MEDICAL GAS AND VACUUM SYSTEMS.
(1 credits)
This course introduces students to medical gas and vacuum systems.

PLM 240 OCCUPATIONAL WORK EXPERIENCE OR SPECIAL PROJECTS
(4 credits)
This course offers students the option to gain practical work experience with a plumber or to complete a special plumbing project demonstrating mastery of the program competencies.

**NORTHWEST TECH**
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| **2023-2024**<br>**NWKTC Catalog and Student Handbook** |
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| Precision Agriculture Technology |

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**Description:** The Precision Agriculture Technology teaches modern farming technology and methods used in the field and office for precision farming operations. The Precision Agriculture Technology program will develop students' competencies in the areas of geospatial science; agronomic and geospatial data collection; Geographic Information Systems; spatial analysis; operations management; computer systems; tractor guidance technology; implement and application control; water management systems; and sustainable agriculture practices.

Upon successful completion of the program, students will be prepared to work in precision farming operations or for entry into industry as precision agriculture technicians or agronomic support technicians.

**Degree/Certificates awarded:**
AAS
Tech Cert A
Tech Cert B

**Program Learning Outcomes:**
Upon successful completion of this program, students will be able to:
1. Display knowledge of the basic concepts of precision farming and sustainable agriculture.
2. Identify field, crop, and regional considerations, and the technologies best suited for addressing various agronomic and farming operation challenges.
3. Properly collect, store, analyze and make farming decisions from all the data collected from farm related machinery, remote sensors, soil sensors, weather monitors, and GIS analytics.
4. Conduct the proper method of crop related sampling and measuring.
5. Develop variable rate and prescriptive mapping solutions.
6. Collect soil data using sampling and electrically conductive methods.
7. Collect plant data using sampling and remotely sensed infrared methods.
8. Collect field related spatial data such as yield, moisture, and as-applied information using farm machinery and data collection equipment.
9. Demonstrate the ability to use a Geographic Information System to organize and analyze agricultural data, and use it to make farming applications and operations decisions.
10. Demonstrate the ability to install, initialize, calibrate, operate and maintain a machine guidance system.
11. Identify geospatial equipment, software, system types, and applications of each.
12. Identify the major components of a computer system and network.
13. Exhibit the proper method of presentation of geospatial and agronomic data for consultant and end-user use in operations decision making.

**Program Schedule:**
Students will attend class and lab from 8:00 am to 3:30 pm Monday through Friday.

**Miscellaneous:**
Students may choose to complete an OWE during the fourth semester instead of completing the courses indicated on the program guide.

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PROGRAM GUIDE

### YEAR I:  FIRST SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| AG 110 | Information Technology in Agriculture | 3 |
| AG 115 | Applied Geospatial and Navigation Technologies | 3 |
| AG 120 | Geographic Information Systems | 3 |
| AG 130 | Precision Cropping Systems | 3 |
| ENGL 110 or 112 | English Composition I (Required) | 3 |
| HUM 102 | Workplace Ethics | 3 |
| SO 100 | Student Success Seminar (Required) | 1 |

### YEAR I:  SECOND SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| AG 150 | Advanced Geographic Information Systems | 3 |
| AG 155 | Data Collection and Management | 3 |
| AG 160 | Remote Sensing and Aerial Data Processing | 3 |
| AG 165 | Agricultural Power Systems | 3 |
| AG 190 | Internship* | 3 |
| SCI 176 | General Education Science | 5 |

### YEAR II:  FIRST SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| AG 210 | Precision Farming Systems | 4 |
| AG 212 | Crop Protection and Fertilizing Technologies | 3 |
| AG 220 | Soil Sensing and Mapping Technologies | 4 |
| AG 225 | Precision Operations Management | 3 |
| BA 215 | Personal Finance (Required) | 3 |
| MATH 115 or 117 | College Algebra (Required) | 3 |

### YEAR II:  SECOND SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| AG 250 | Precision Farming Operations | 4 |
| AG 252 | UAS Applications in Agriculture | 3 |
| AG 260 | Water Management Technology | 3 |
| AG 265 OR | Integrated Technologies | 3 |
| AG 290 | Occupational Work Experience | |

## COURSE DESCRIPTIONS

AG 110 INFORMATION TECHNOLOGY IN AGRICULTURE
3 CR
This course explores the concepts of precision farming and how it can improve profitability in a crop management system. The student will learn the principles of precision agriculture and the advanced technologies involved, including; geospatial science, advanced navigation technology, computer information systems, farm operations management technologies, Geographic Information Systems (GIS), data collection methods, remote sensing, machine control and other integrated solutions. Attention is also given to the economic and environmental challenges confronting agriculture today and how these technologies are being utilized to meet these demands.

AG 115 APPLIED GEOSPATIAL AND NAVIGATION TECHNOLOGIES
3 CR
This course provides an overview of geospatial science and advanced navigation technologies. Students will be involved in using radiometric positioning technologies including: the Global Positioning System (GPS), the Global Navigation Satellite System (GNSS), Real-Time Kinematics (RTK), Virtual Reference Systems (VRS), and Inertial Measurement Units (IMU). The use of these technologies will be coupled with their applications in the fundamentals of geospatial mapping such as: coordinate systems, projections, datums, township and range, legal descriptions, elevations, bearings and distance measurements. Students will gain hands-on experience with using various navigation equipment/GPS tools to get started working with geospatial information and software. Basic analysis and problem-solving skills are addressed in this course.
Prerequisites: None

AG 120 GEOGRAPHIC INFORMATION SYSTEMS
3CR
This is a foundation course that provides students with the basic knowledge of Geographic Information Systems (GIS) with regard to theoretical, technical, and application issues. It provides direct experience with the techniques used to display and analyze spatial data using GIS, with a concentration on agricultural and land management applications. Basic cartography, map production, data transformations and annotation are covered. ESRI ArcGIS and Autodesk Map 3D software platforms are emphasized.
Prerequisites: None

AG 130 PRECISION CROPPING SYSTEMS
1 CR
This course will cover the fundamentals of precision cropping systems. In this class, students will gain an understanding of the operations necessary to produce the major field crop commodities in the Central United States, corn, sorghum, wheat, soybeans, and some specialty crops. Students will gain hand-on experience with technologies used to conduct precision farming operations relative to each step of the crop production system. Material will cover all steps involved in producing a crop including, soil analysis, crop system planning, tillage, sowing, fertilizer application, crop protection, harvesting, commodity handling, and commodity marketing. Students will gain the ability to relate the implementation of Precision Cropping Systems and Technology to Return-on-Investment and overall production success.
Prerequisites: None

AG 150 ADVANCED GEOGRAPHIC INFORMATION SYSTEMS
3CR
Students will gain additional experience using ESRI ArcGIS in performing spatial analysis for addressing relevant land use, agricultural, hydrological and natural resource challenges. Students will become proficient in performing queries, setting up auto correlation functions, and determining spatial relationships. The class will cover geoprocessing, geodatabases, links, and topologies. Basic Python programming will be introduced. Agronomic applications will be emphasized.
Prerequisites: AG 120

AG 155 DATA COLLECTION AND MANAGEMENT
3 CR
Introduces the student to the collection methods, equipment, planning, operations, survey principles, and data formats associated with using the Global Navigation Satellite System and other radiometric data collection systems. Students gain hands-on experience in the field with equipment, GPS/GNSS receivers, mobile applications and post-processing software, including: Trimble Yuma, Trimble Business Center, TSC3 field computer, ESRI ArcPad, and Farmworks Mobile. Attention is also given to data storage methods; server systems, back-up equipment, database structure, cloud technologies, and data transfer tools.
Prerequisites: AG 125

AG 160 REMOTE SENSING AND AERIAL DATA PROCESSING
3 CR
This course provides an overview of photogrammetric and remote sensing principals, as well as practical experience in the extraction of earth surface information from digital aerial imagery. Topics include electromagnetic radiation principles, aerial sensors, collection systems (satellite, aircraft, UAV), LiDAR technology, laser, multispectral/hyperspectral sensing, mission planning, accuracy, data interpretation, and processing methods. The application of remote sensing technologies in agriculture and other land management fields is emphasized. Students will receive hands-on software experience using Exelis ENVI and Trimble eCognition to perform coverage measurements, classification, change detection, biomass calculations, and mapping.
Prerequisites: AG 115 and AG 120

AG 165 AG POWER SYSTEMS
3 CR
In this course, students will gain knowledge regarding several power systems used in the implementation of emerging agricultural technologies. Systems covered will include, Fluid Power systems (Hydraulic and Pneumatic), Electrical Systems, and Computer information systems. In each system, the class will gain experience with the processes of assembling and disassembling the power systems and creating relative connectors/couplers. Students will gain hands on experience with equipment utilizing stand-alone or combination systems for agricultural applications. Students will also gain experience with reading schematics to gain knowledge of system functions and to assist in hands-on troubleshooting with each of the power systems

AG 190 INTERNSHIP
3 CR
This course will teach students how to meet goals and deadlines. The student will learn to exhibit their quality of work, respect for customers, coworkers, management and punctuality. They will learn problem solving skills and how to exhibit trust, responsibility, honesty, proper appearance and both oral and written communications.

AG 210 PRECISION FARMING SYSTEMS
4 CR
Students are introduced to machine control applications, development and history. Focus is placed on operations and equipment considerations, tractor type options, control systems, antenna types, and related GNSS and VRT hardware. The student will successfully perform a system installation, including; navigation controller, steering interface, cabling, antennas, console setup, firmware update, and steering calibration. Special emphasis will be made on solenoid/valve control, connector types, signal voltages, hydraulic efficiency, dead zones, cross track errors, and common troubleshooting issues. John Deere, Trimble and AGCO systems will be used.
Prerequisites: AG 115 and AG 125

AG 212 CROP PROTECTION AND FERTILIZING TECHNOLOGIES
1 CR

This course will cover the fundamentals of implementing precision crop protection and crop/soil fertility technologies, with an overview of crop protection, plant nutrition, and soil fertility. In this class, students will learn about different types of technology used in the precision application of pesticides, fertilizers, soil amendments, or other agricultural chemicals for the purposes of controlling weeds, crop disease, or increasing fertility. Students will get hands-on experience with different application technology including those applying chemicals and fertilizers through dry spreading, liquid application, or banding.

AG 220 SOIL SENSING AND MAPPING TECHNOLOGIES
4CR
This course provides an in-depth study into the concepts, technologies and methodologies utilized in collecting soil data for agriculture applications. The student will gain hands-on experience using electrical conductivity and electromagnetic sensors to map soil texture, moisture content, topsoil depth, organic matter, pH and salinity for use in determining management zones, grid sampling locations, nitrogen efficiency and other prescription applications. Students will be introduced to traditional grid sampling methods using GPS/GNSS. Ground-Penetrating Radar (GPR) and seismic technologies will be discussed.
Prerequisites: AG 115, AG 150 and AG 155

AG 225 PRECISION OPERATIONS MANAGEMENT
3CR
This course explores the use of agri-business GIS software for managing farm operations. Students will gain practical experience using Trimble Farm Works and John Deere Apex software platforms for managing machine and farm data. Students will learn how to perform field input tracking and cost analysis, track labor costs, generate accounting reports, visualize soils and nutrient variability, manage water resources, calculate coverages, visualize topographic information, input land records, and generate a prescription map.
Prerequisites: AG 115 and AG 150

AG 250 PRECISION FARMING OPERATIONS
4CR
The student will learn various precision navigation and application procedures using equipped machinery. Focus is placed on field guidance and operations, including; configuring system settings, calibration, establishing guidance patterns, field boundaries, creating implement profiles, and managing client/field data. A special focus will be given to configuring and using rate control systems for planters, sprayers, and seeders, including; population monitoring, section control, and variable rate systems (PWM, Servo and Rawson). The student will also become proficient at importing and executing prescription map data for variable rate applications. Yield monitoring systems will be demonstrated.
Prerequisites: AG 125 and AG 210

AG 252 UAS APPLICATIONS IN AGRICULTURE
3CR
This course will guide students deeper into Unmanned Aerial Systems (UAS). Topics will include: FAA regulations, advanced level components, autopilot programming and flight plan development. Students will work with UAS autopilot simulators and will also be introduced to flying professional UAS systems. Students will apply what they have learned conducting simulated and real life flight missions in the field. This course focuses on applying Unmanned Aerial Systems to agricultural applications such as aerial imagery, thermal sensing, 4-band sensing (for NDVI generation), and aerial video.

AG 260 WATER MANAGEMENT TECHNOLOGY
3CR
This course provides an in depth study into the concepts, controls, and data integration associated with the

operation of a variable rate irrigation (VRI) system. Students will learn about working with electromagnetic (EM) and electrical conductivity (EC) data, the utilization of variability/prescription maps, VRI chemical applications, speed control systems, zone (nozzle) control systems, GPS tracking, and remote management technologies. A special emphasis will be made on the

AG 265 INTEGRATED TECHNOLOGIES
3 CR
This course introduces the student to various integrated and emerging technologies, including: electromagnetic (EM) soils mapping, GreenSeeker NDVI sensing, mobile telematics, data logging systems, augmentation and visualization tools, remote weather stations, asset management systems, internet tools, smartphone applications, planning simulations, and security solutions.
Prerequisites: AG 250

AG 290 OCCUPATIONAL WORK EXPERIENCE
13 CR.

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| Respiratory Care |

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**Description:** The Respiratory Therapy program is designed to provide students with the necessary skills and related technical information to work as a respiratory therapist in the medical field. Respiratory Care is a health profession that engages in the evaluation, treatment, management, and care of patients with heart and lung problems. Respiratory therapists are involved in many specialty areas such as: Adult Intensive Care; Neonatal and Pediatric ICU Pulmonary Function Laboratory Sleep Laboratory; Home Care; and Rehabilitation.

**Degree/Certificates awarded:**
AAS

**Accreditation/Certification:**
The Northwest Kansas Technical College holds a Letter of Review from the Committee on Accreditation for Respiratory Care (www.coarc.com).
Committee on Accreditation for Respiratory Care
1248 Harwood Road Bedford, Texas 76021-4244
(817) 283-2835.

**Program Learning Outcomes:**
Upon successful program completion, students will be able to:
1. Apply standard medical terminology to define and translate common medical terms.
2. Demonstrate knowledge of laws, theories, concepts and/or principles to clinical situations.
3. Demonstrate basic patient assessment skills to include vital signs, breath sounds, palpation, percussion, and patient interview.
4. Identify and explain the functions of anatomical structures.
5. Demonstrate laboratory and clinical proficiency in selection, assembly, application, monitoring, and troubleshooting various pieces of respiratory therapy equipment.
- Demonstrate mathematical and reasoning skills.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.
- Demonstrate professionalism.

**Program Schedule:**
Students' daily schedule will vary. Clinicals will be arranged off campus with participating hospital.

PROGRAM GUIDE

### PRE-REQUISITES

| Course # | Course Name | Credits |
|---|---|---|
| AL 190 | Medical Terminology | 3 |
| BIO 290 | Anatomy & Physiology | 5 |

### YEAR I: FIRST SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| MATH 115 or 117 | College Algebra (Required) | 3 |
| PSY 176 | Psychology (Required) | 3 |
| RT 110 | Cardiopulmonary A&P | 3 |
| RT 120 | Patient Assessment & Planning | 4 |
| RT 140 | Respiratory Care Sciences | 3 |
| RT 150A | Respiratory Therapy I | 4 |
| SO 100 | Student Success Seminar (Required) | 1 |

### YEAR I: SECOND SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| ENGL 110 or 112 | English Composition I (Required) | 3 |
| RT 130 | Respiratory Care Pharmacology | 4 |
| RT 160 | Cardiopulmonary Pathology & Treatment | 3 |
| RT 180A | Clinical Pratice I | 6 |

### YEAR II: FIRST SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| BA 215 | Personal Finance (Required) | 3 |
| RT 200 | Respiratory Therapy II | 4 |
| RT 205 | Respiratory Therapy II Lab | 1 |
| RT 220 | Clinical Practice II | 6 |

### YEAR II: SECOND SEMESTER

| Course # | Course Name | Credits |
|---|---|---|
| RT 250 | Respiratory Therapy III | 4 |
| RT 255 | Respiratory Therapy III Lab | 1 |
| RT 260 | Respiratory Therapy IV | 4 |
| RT 270 | Clinical Practice III | 6 |
| RT 280 | Respiratory Care Seminar | 3 |

## COURSE DESCRIPTIONS

RT 110 CARDIOPULMONARY A&P
3 CR
This course is a study of cardiopulmonary physiology in relation to the practice of respiratory care.

RT 120 PATIENT ASSESSMENT & PLANNING
4 CR

This course is a fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. It is an introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention.

RT 130 RESPIRATORY CARE PHARMACOLOGY
4 CR
This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders.

RT 140 RESPIRATORY CARE SCIENCES
3 CR
This course is designed to introduce the student respiratory care math and sciences used in Respiratory Therapy.

RT 150A RESPIRATORY THERAPY I
4 CR
This course is a study of respiratory treatments and equipment design and operation related to non-critical care procedures.

RT 160 CARDIOPULMONARY PATHOLOGY & TREATMENT
3 CR
This course is a study of cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics and treatment of various cardiopulmonary diseases incorporating clinical practice guidelines and therapist driven protocols. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress.

RT 180A CLINICAL PRACTICE I
6 CR
Patient assessment, performance of respiratory care procedures, and care plan formation are practiced in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures.

RT 200 RESPIRATORY THERAPY II
4 CR
This course is a continuation of Respiratory Care Practitioner. It is a study of the management the critically ill patient. Respiratory failure and the management of patients on mechanical ventilation will be explored. Advanced concepts to include hemodynamic monitoring of patients will be covered.

RT 205 RESPIRATORY THERAPY II LAB
1 CR
This course is in conjunction with RT II enhancing critical thinking skills. This course will provide equipment and patient care scenarios to connect theory from RT II.

RT 220 CLINICAL PRACTICE II
6 CR
In this course, students rotate through various respiratory care sub- specialty areas for evaluation of competency and performance of respiratory care procedures

RT 250 RESPIRATORY THERAPY III
4 CR
This course is a study of fetal development and the transition to extra uterine environment. It includes the most common cardiopulmonary disorders, neonatal and pediatric disease processes, and the modes of treatment.

RT 255 RESPIRATORY THERAPY III LAB
1 CR
This course is in conjunction with RT III enhancing critical thinking skills. This course will provide equipment and patient care scenarios to connect theory from RT III.

RT 260 RESPIRATORY THERAPY IV
4 CR
This course covers advanced concepts in emergency care of patients in all age groups. Students will obtain Advance Cardiac Life Support Certification and Neonatal Resuscitation Certification.

RT 270 CLINICAL PRACTICE III
6 CR
This course is a continuation of Clinical Practice II. In this course, students rotate through adult and neonatal critical care arenas. A

RT 280 RESPIRATORY CARE SEMINAR
3CR
This course is designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized.

![Northwest Tech – Northwest Kansas Technical College logo]

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| **2023-2024**<br>**NWKTC Catalog and Student Handbook** |
| Welding |

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**Description:** The Welding Program is designed to teach specific skills in all aspects of the welding trade. This includes arc welding, oxyacetylene welding, TIG, MIG, brazing, and semi-automatic cutting. Other related areas of study will include blueprint reading, job layout, shop math, hard surfacing (ARC as well as powder torch), and pipe welding.

Students learn welding processes that allow them to work with mild steel, cast iron, brass, aluminum, stainless steel, and some alloy metals. The curriculum is directly related to the welding industry and employment opportunities for graduates. As the technology advances with new materials, fabrication procedures, equipment, tools, and new design methods, the curriculum is continually updated to provide the latest in training.

Instruction will include in-shop training, on-the-job site work, and classroom situations, with the majority of the program devoted to actual "hands-on" experience. Each student will have the opportunity to get involved in group welding projects and individualized projects. Applied work situations will allow students to use the portable welder service truck in a variety of off-campus projects.

**Degree/Certificates awarded:**
AAS optional with the completion of general education coursework
Tech Cert A, Tech Cert B, Tech Cert C

**Accreditation/Certification:**

**Program Learning Outcomes:**
Upon successful completion of the program, the student will be able to:
1. Demonstrate welding safety and proper use of shop tools.
2. Demonstrate oxy-acetylene and cutting skills.
3. Demonstrate shielded metal arc welding skills.
4. Demonstrate gas metal arc welding skills.
5. Perform braze welding.
6. Demonstrate gas tungsten welding.
- Demonstrate mathematical and reasoning skills.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.

**Program Schedule:**
Students will attend class from 7:00 a.m.- 2:30 p.m., Monday through Friday

**Miscellaneous Notes:**
Welding is a one-year programs at Northwest Tech. Students who wish to earn the AAS degree must complete (5) credits of internship and an additional (9) credits as shown in the program guide.

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**PROGRAM GUIDE**

**YEAR I:  FIRST SEMESTER    W1**

| Course # | Course Name | Credits |
|---|---|---|
| MATH 105 or 107 | Technical Math (or Math Elective) | 3 |
| WD 101 or 102 | OSHA 10 (or **OSHA 30**) | 1 |
| WD 112 | Oxy Fuel Welding | 2 |
| WD 115 | Cutting Processes | 3 |
| WD 133 | Welding Blueprint Reading I | 3 |
| WD 141 | SMAW | 3 |
| WD 146 | GMAW | 3 |
| WD 148 | Automated Cutting Processes | 2 |
| WD 154 | Practicum in Fabrication I | 2 |
| WD 195 | Core Wire Welding | 3 |
| SO 100 | Student Success Seminar (Required) | 1 |

**YEAR I:  SECOND SEMESTER    W2**

| Course # | Course Name | Credits |
|---|---|---|
| AE 205 | Forklift Operator Training* | 1 |
| BA 215 | Personal Finance (Required) | 3 |
| CF 101 | Computer Fundamentals and Applications (or Science Elective) | 3 |
| WD 150 | Pipe Welding - SMAW | 3 |
| WD 153 | Welding Blueprint Reading II | 3 |
| WD 170 | GTAW | 3 |
| WD 175 | SMAW II | 4 |
| WD 180 | GMAW II | 4 |
| WD 184 | Practicum in Fabrication II | 2 |
| WD 185 | Pipe Welding/TIG | 2 |

**ADDITIONAL CREDITS FOR AAS DEGREE**

| Course # | Course Name | Credits |
|---|---|---|
| COMM 150 | Interpersonal Communications **Online** (or Communications Elective) | 3 |
| HUM 102 | Workplace Ethics **Online** (or Gen Ed Elective) | 3 |
| PE 145 | Personal Wellness (or Gen Ed Elective) | 3 |

## COURSE DESCRIPTIONS

WD 101 OSHA 10
1 CR
Through a variety of classroom and/or lab learning and assessment activities, student in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

WD 112 OXY FUEL WELDING
2 CR
This course introduces the basic principles and fundamentals of the oxy- acetylene welding process, safety and methods of producing and handling industrial gases. Welding of the standard basic joints in all positions, as well as fusion welding of steel pipe with the oxy-acetylene welding process in the out-of-position is the main thrust of this course. Joint preparation, welding procedures, inspection, and testing of welded pipe joints according to API (American Petroleum Institute) 1104 code requirements are included.

WD 115 CUTTING PROCESSES
3 CR
Through classroom and/or shop/lab learning and assessment activities, students in this course will: distinguish several types of mechanical and thermal cutting equipment and processes used in the welding trade; demonstrate the safe and correct set up, operation and shut down of the oxy-fuel (OFC) workstation; demonstrate the safe and correct set up, operation and shut down of the Plasma Arc (PAC) workstation;

WD 115B CUTTING PROCESSES
2 CR
Through classroom and/or shop/lab learning and assessment activities, students in this course will: distinguish several types of mechanical and thermal cutting equipment and processes used in the welding trade; demonstrate the safe and correct set up, operation and shut down of the oxy-fuel (OFC) workstation; demonstrate the safe and correct set up, operation and shut down of the Plasma Arc (PAC) workstation; demonstrate the safe and correct set up, operation and shut down of the Carbon Arc Cutting with Air (CAC-A) workstations; demonstrate safe and proper operation of several types of mechanical cutting equipment; and inspect quality and tolerance of cuts according to industry standards.

WD 133 WELDING BLUEPRINT READING I
3 CR
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: identify basic lines, views, and abbreviations used in blueprints; interpret basic 3D sketches using orthographic projection and blueprints; solve applicable mathematical equations; use basic measuring tools; interpret scale ratios on a blueprint; identify basic welding joints and structural shapes; interpret a Bill of Materials; identify standard AWS weld symbols.

WD 141 SMAW
3CR
Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds.

WD 146 GMAW
3 CR
Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation.; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds.

WD 148 AUTOMATED CUTTING PROCESS
2 CR
This course will introduce students to CNC plasma cutter techniques with the intent to ensure technicians exits with comprehensive skill sets.

WD 150 PIPE WELDING-SMAW
3 CR
This course will cover pipe welding and fit up on pipe.

WD 153 WELDING BLUEPRINT READING II
3 CR
This is an introduction to blueprint reading and drawing procedures used in the industries of production and fabrication. This course involves shape description, size description, instrument drawing, pictorial drawing (isometric and oblique drawing), and freehand sketching. Also included are the reading and drawing of welding symbols as well as interpretation of industrial drawings used in the welding industry.

WD 154 PRACTICUM IN FABRICATION I
2 CR
This course will introduce students to live work in fabrication brought in from the community and surrounding area. It is also possible to do an internship in fabrication at an area business that matches our competency profiles.

WD 170 GTAW
3 CR
Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the flat position; build pads of weld beads with selected electrodes and filler material in the horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds.

WD 175 SMAW II
4 CR
Students will construct, fabricate, repair and engineer projects using Shielded Metal Arc Weld process.

WD 180 GMAW II
4 CR
Students will construct, design and engineer projects using MG processes.

WD 184 PRACTICUM IN FABRICATION II
2CR
This course will introduce students to live work in fabrication brought in from the community and surrounding area. It is also possible to do an internship in fabrication at an area business that matches our competency profiles.

WD 185 PIPE WELDING/TIG
2CR
The course will be hands on welding with the TIG machines on stainless steel, and mild steel pipe in all pipe positions.

WD 194 WELDING PRACTICES I

3CR

This course will cover the basics of structural welding as well as the types of welds encountered in today's industries. Students will be required to pass weld tests in both GMAW and SMAW.

WD 195 CORE WIRE WELDING

2 CR

This course will cover Flux core wire welding.