

# FLINT HILLS TECHNICAL **COLLEGE**

2019-2020 Catalog

Flint Hills Technical College Main Campus 3301 West 18th Avenue Emporia, KS 66801

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#### fhtc.edu









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

Notice of Nondiscrimination - Flint Hills Technical College does not discriminate on the basis of sex including pregnant and parenting students, sexual orientation, handicap, race, color, age, religion, marital status, or national or ethnic origin in educational programs, admissions policies, employment policies, financial aid or other College-administered programs. For questions or concerns regarding nondiscrimination contact the Director of Human Resources at 620.343.4600.

Students can see information about FHTC related to enrollment, retention, graduation rates, job placement rates, student body diversity and Federal Pell Grant Recipients at https://nces.ed.gov/collegenavigator/. Job Placement Reports are available at the Reeble Student Success Center.

FHTC's Campus Security Report located at fhtc.edu/web/pub/security-report provides information including crime statistics and procedures. A paper copy will be provided upon request.

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#### GENERAL INFORMATION

#### About Flint Hills Technical College

Flint Hills Technical College is a two-year public institution of higher education nestled in the rolling hills of east-central Kansas. It is located at the intersection of I-35 and the Kansas Turnpike in Emporia, a city in the heart of the beautiful rangeland known as the Flint Hills and just a short distance from the Tallgrass Prairie National Preserve. The college was founded in 1963 when the Emporia Board of Education made application to the Kansas State Board of Education. The college received associate degree granting status by an act of the Kansas Legislature during the 1995 Legislative Session. On July 1, 1999, by an act of the Kansas Legislature, the Kansas Board of Regents became the coordinating body of FHTC at the state level. As a result of Senate Bill 7 signed in May of 2003, Flint Hills Technical College was allowed to pursue autonomy from the Emporia School District, USD #253. On July 1, 2004 Flint Hills Technical College became autonomous from USD #253.

#### Mission

The mission of Flint Hills Technical College is to provide a diverse community of learners with lifelong educational opportunities for personal growth and preparation for professional and civic responsibilities that meet the needs of society.

#### Vision

Advancing personal and economic growth through excellence and innovation in education.

#### Value Statements

Flint Hills Technical College values:

- Quality in all aspects of its operation.
- Diversity of all individuals and mutual respect within the framework of ethical and professional behavior.
- Student success by providing a wide range of support services in a caring climate conducive to student learning and campus safety.
- Innovation accomplished through the vision and creativity of all partners in technical education.
- Hands-on education that leads to technical skill attainment.
- Accessibility of education by providing a variety of delivery methods
- Collaboration with internal and external stakeholders.

#### **Purpose Statements**

- 1.To provide academic and applied instruction in a technical program of study leading to an Associate of Applied Science degree, Technical Certificate, Certificate, or other credential.
- 2.To provide business and industry with qualified personnel by utilizing emerging technology, a diverse curriculum, and a variety of educational opportunities.
- 3.To provide students the skills to succeed through the application of critical thinking, human relations, and a professional work ethic in general and technical education instruction.
- 4.To create a sense of community and promote the benefits of lifelong learning.
- 5.To provide student support through a meaningful process of academic advisement, financial assistance, assessment, and occupational placement.
- 6.To maintain a positive campus environment conducive to learning and personal safety.

#### **Program Advisory Committees**

The college maintains a standard of education monitored and approved by program advisory committees made up of members from the general public, business and industry. The committees guide the college in fulfilling its responsibilities to provide up-to-date, quality education.

#### Accreditation and Affiliations

Flint Hills Technical College is coordinated by the Kansas Board of Regents and accredited through the Higher Learning Commission, www. ncahlc.org. Program accreditations and associations include: National Automotive Technicians Education; Foundation-Automotive Service Excellence; American Dental Association-Commission on Dental Accreditation, Kansas State Board of Nursing.

#### Non-Discrimination Policy

Flint Hills Technical College does not discriminate on the basis of sex, including pregnant and parenting students, sexual orientation, handicap, race, color, age, religion, marital status, or national or ethnic origin in educational programs, admissions policies, employment policies, financial aid or other College administered programs. For questions or concerns regarding non-discrimination contact the Director of Human Resources at 620-343-4600.

#### **EDUCATIONAL PROGRAMS**

#### Philosophy of Education

The administration, faculty, and staff of Flint Hills Technical College believe in the power of teaching and learning and endorse the right of each person to access opportunities in the pursuit of knowledge and its application to life. The College's primary commitment is to support student success in learning and to prepare well-educated, productive members of society who have the ability to achieve personal and professional success in a global environment. To that end, FHTC strives to remove barriers to the educational process by providing accessible and affordable opportunities, including articulations with other institutions, and also recognizes the general education curriculum and institutional core abilities as necessary and integral components of technical programs of study. FHTC embraces a philosophy where freedom of expression is encouraged in an orderly, nurturing environment and ensures continuous improvement in the educational process through ongoing assessment and evaluation.

#### **Student Learning Outcomes**

Student Learning Outcomes are the skills and attitudes that are not unique to any particular occupational field but common to all present and future learning. These characteristics are necessary to ensure success in life and the work place. At FHTC, faculty and staff evaluate students on the three Student Learning Outcomes at various times throughout the semester and through various methods.

- Students will be able to effectively communicate with a diverse group of people.
- 2. Students will demonstrate professionalism.
- 3. Students will apply problem solving skills.

#### Associate of Applied Science Degree

Flint Hills Technical College awards the Associate of Applied Science degree to qualifying students. Students earning the Associate of Applied Science degree will participate in a broad-based educational program that combines the development of higher order technical skills with knowledge gained through a variety of academic disciplines. Students who enter an Associate of Applied Science degree program will meet with the Academic Advisor/Counselor or Dean of Enrollment Management to develop an Associate Degree plan. Flint Hills Technical College offers Associate of Applied Science degrees in the following program areas:

Automotive Technology
Business Technology
Computer Program Design and Development
Computerized Machine Tool Engineering
Dental Assisting
Dental Hygiene

Emergency Services Technology
Graphic Arts Technology
Healthcare Administration/Management
Hospitality/Culinary Arts
Industrial Engineering Technology
Interactive Multimedia Design
Network Technology
Power Plant Technology
Technical Studies
Welding Technology

An Associate of Applied Science degree is earned when a student completes a minimum of 60 credit hours and has a cumulative grade point average (GPA) of 2.0 or higher. A minimum of 44 credit hours of technical education coursework and a minimum of 16 credit hours of general education coursework with a "D" or above are required to earn an Associate of Applied Science degree. Please note: All students in the Division of Health and Human Services are required to have a "C" or above in all coursework for degree or technical certificate completion.

Required credits for the Associate of Applied Science degree:

- 3 credit hours: Written Communication
- 3 credit hours: Oral Communication
- 3 credit hours: Mathematics
- 4-5 credit hours: Life/Natural Sciences (Lab required)
- 3 credit hours: Behavioral Sciences

Individual programs may have specific general education requirements. Students should visit with the Academic Advisor/Counselor or Dean of Enrollment Management regarding acceptable general education courses. Technical Education credit requirements vary. See program of study.

#### **Technical Certificate Programs**

A technical certificate is earned when a student completes the minimum number of hours and courses required in the freshman year of a program of study, which awards a technical certificate. The student must have completed such coursework with a grade point average (GPA) of 2.0 or higher; and must pass all courses with a "D" or above. Please note: All students in the Division of Health and Human Services are required to have a "C" or above in all coursework for degree or technical certificate completion. Flint Hills Technical College offers Technical Certificates in the following areas:

Automotive Technology
Business Technology
Computerized Machine Tool Engineering
Dental Assisting
Emergency Dispatch Technology
Emergency Services Technology
Graphic Arts Technology
Health Occupations Technology
Hospitality/Culinary Arts
Hospitality Dietary Management
Industrial Engineering Technology
Interactive Multimedia Design
Power Plant Technology
Practical Nursing
Welding Technology

Please note: All students in the Division of Health and Human Services are required to have a "C" or above in all coursework for degree or technical certificate completion.

#### **Certificate Programs**

A certificate is earned when a student completes the minimum number of hours and courses required in a program of study, which awards a certificate. The student must have completed such course work with a grade point average (GPA) of 2.0 or higher.

#### Credit Hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement of one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work which may include labs, clinicals, internships or other approved activities each week for approximately fifteen weeks for one semester hour of credit.

#### Career Consortium

Flint Hills Technical College is the designated higher education institution for the Flint Hills Career Consortium, which is composed of 12 school districts. Working through the consortium, area high schools have developed recommended sequences of courses for students to take in preparation for entrance to Flint Hills Technical College. Students planning to enroll at Flint Hills Technical College should work with their high school counselors to select the designated classes to take while in high school. Individuals interested in learning more about the Career Consortium program are encouraged to contact the Flint Hills Technical Admissions Representative.

#### **Customized Training**

Flint Hills Technical College is prepared to respond quickly to the unique training needs of area business and industries. Specialized programs can be developed and delivered either on-site or at one of the Flint Hills Technical College facilities and can be formatted and scheduled to the specifications of the customer. Business and industry representatives are encouraged to call for a no-obligation visit.

#### **Adult Education**

Flint Hills Technical College provides a broad range of services for adults in the areas of literacy, Adult Basic Education (ABE), General Education Development (GED) instruction, GED testing, English as a Second Language, basic computer skills, citizenship preparation, and workplace development skills. Individuals interested in the adult education program should visit or call the Adult Education Center at 620-343-4630. The Center is located at 620 Constitution, Emporia, Kansas 66801.

#### STUDENT SERVICES

#### Counseling

Whether an individual is a prospective student seeking enrollment information or a student attending classes, counseling services are available whenever help is needed. Students are encouraged to visit with the Academic Advisor/Counselor or Vice President of Student Services about personal issues. At Flint Hills Technical College, students are our number one priority.

#### Campus Visits

Before enrolling in the college, prospective students are encouraged to visit the campus. Only through personal experience can a well-informed decision be made, and the choice of a college is one of the most important decisions a person makes in a lifetime. Flint Hills Technical College encourages visitors, whether they are considering enrolling, gathering information or are just curious. The campus is open year-round, and there is always a staff member available to answer questions and provide information. Although visitors are encouraged to schedule an appointment, drop-ins are welcome.

#### Degree Plan

Each degree-seeking student who enrolls at least half time will prepare a degree plan with the assistance of the Academic Advisor/Counselor or Dean of Enrollment Management. The degree plan consists of a listing of courses and anticipated time lines for completion of courses which satisfy the requirements of the Associate of Applied Science degree, and

serves as a "road map" for completion of a student's program of study. Degree plans may be revised, with the help of the Academic Advisor/ Counselor or Dean of Enrollment Management, at any time. A degree plan must be on file for each student planning to graduate with an Associate of Applied Science degree and/or Technical Certificate.

#### Advisement

In addition to teaching, faculty members are also responsible for assisting students with information about courses, programs of study and scheduling. New students are required to visit with their faculty advisor during the enrollment period and are encouraged to communicate with their advisor as they progress through their program of study.

#### Graduation

Students planning to graduate from Flint Hills Technical College with their Associate of Applied Science degree, technical certificate or certificate must complete an Application for Graduation. The Application for Graduation is available on my.fhtc. edu. An Associate of Applied Science degree is earned when a student completes a minimum of 60 credit hours and has a cumulative grade point average (GPA) of 2.0 or higher. A minimum of 44 credit hours of technical education coursework is required to earn an Associate of Applied Science degree. A technical certificate is earned when a student completes the minimum number of hours and courses required in the freshman year of a program of study, which awards a technical certificate. The student must have completed such coursework with a grade point average (GPA) of 2.0 or higher. A certificate is earned when a student completes the minimum number of hours and courses required in a program of study, which awards a certificate. The student must have completed such coursework with a grade point average (GPA) of 2.0 or higher and must pass all courses with a "D" or above. Please note: All students in the Division of Health and Human Services are required to have a "C" or above in all coursework for degree or technical certificate completion.

#### **Eligibility for Participation in Commencement Exercises**

To be eligible to participate in commencement exercises students must meet one of the following requirements:

- Completion of all certificate or degree requirements;
- Summer graduation candidates within nine hours of program completion and enrolled in the courses necessary for completion; or
- Associate of Applied Science candidates who have completed all
  of their technical education courses and are within one general
  education course of degree completion and pre-enrolled in the
  course needed to complete the degree.

#### Career Placement

Flint Hills Technical College has been highly successful in establishing and maintaining mutually beneficial relationships with many businesses and industries in the area and throughout the state. This partnership between employers and the College results in excellent placement opportunities for graduates.

Placement is the responsibility of the student in cooperation with their program instructor(s). Long before graduation, students are urged to visit with their program instructor(s) regarding placement opportunities in their field of study. Historically, over 95 percent of FHTC graduates have secured employment or have been accepted for enrollment in other higher education institutions following completion of their programs of study. The Academic Advisor/Counselor is available to assist students with resumes and cover letters, interview tips and career exploration.

#### Housing Accommodations

Emporia has a robust economy, business and industry. Private and public organizations contribute to a high level of employment and competitive wages for both full-time and part-time workers. Emporia is also rich in

education opportunities. Fortunately, the housing market has kept pace with the growth in the number of college students and employees. While the college does not offer student housing, the local housing market provides a multitude of living accommodations to meet the needs of students. Students are encouraged to secure housing prior to the beginning of classes.

#### Students with Special Needs

Flint Hills Technical College recognizes that traditional methods, programs and services are not always appropriate or sufficient to accommodate the limitations experienced by some qualified persons with disabilities. When a student's disability prevents him/her from fulfilling a course requirement through conventional procedures, consideration will be given to alternatives, keeping in mind that academic standards must be maintained.

To reasonably accommodate a qualified student with disabilities means that program modifications and academic adjustments as deemed appropriate in an individual situation may be made. Support services and auxiliary aids are examples of reasonable accommodations that may be made available under specific circumstances.

Each student eligible for accommodation and/or services, under Section 504 of the Rehabilitation Act of 1973, as well as the American with Disabilities Act of 1990 (ADA), has certain responsibilities to fulfill. The student must provide Flint Hills Technical College with medical or other diagnostic documentation that confirms his/her disability and limitations, and may be required to provide additional documentation of evaluations of limitations. Documentation means a recent and appropriate report, evaluating the individual's ability to perform adult level college work, prepared by a qualified physician, psychologist, or professional, and which states the parameters of the student's disability.

Each student is expected to make timely and appropriate disclosures and requests, at least six weeks in advance of a course, workshop, program, or activity for which accommodation is requested, or as soon as realistically possible. The student should make his/her special needs known upon registration. Students requesting accommodations are encouraged to schedule a meeting with the Vice- President of Student Services to discuss options for appropriate and reasonable accommodations.

Communication can also be completed via email or over the phone. The Vice President of Student Services may also request a release from the student in order to communicate with representatives of supporting agencies, services and resources. The student will cooperate in obtaining and arranging for accommodations or auxiliary aids.

Auxiliary aids may be available through a variety of sources available to individual students. The student may make request for assistance in obtaining specialized support services from other resources such as State Vocational Rehabilitation, Recordings for the Blind, State Services for the Blind, etc. For example, the Division of Vocational Rehabilitation (DVR) may fund such items as transportation to the institution, tuition, textbooks, hearing aids, and other individually prescribed devices.

The Vice President of Student Services serves as coordinator of accommodations for students with disabilities at Flint Hills Technical College, and acts as a resource person to the faculty and staff, along with liaison to outside agencies.

Flint Hills Technical College encourages students with disabilities to practice self-advocacy. Anything that faculty and staff members can do to aid this process enhances mutual understanding and communication. To file a request for accommodation, students need to fill in the appropriate information on the Request for Accommodation and Academic Support form. Two additional confidential forms which

need to be completed are the Disability Information Sheet and the Release of Information form. In order to verify a student's disability one of three types of documentation must be submitted to the Vice President of Student Services. Acceptable documentation of a disability includes a recent IEP (Individualized Educational Plan), OR Form A: Authorization for Release of Information by Licensed Physician Professional OR Form B: Authorization for Release of Information by Licensed Psychologist or Professional. Forms can be obtained in printed form from the Reeble Student Success Center, from the FHTC website at www.fhtc.edu , mailed to a student or emailed to a student. Forward the completed forms with relevant information and materials in a sealed envelope to the Vice President of Student Services. Forms can also be submitted electronically through the FHTC website at www.fhtc.edu.

Examples of reasonable academic adjustments/ auxiliary aids include:

Testing accommodations examples:

Extended time on tests
Quiet testing room
Test reader

Use of calculator

Academic support services examples:

Note taker

Use of tape recorder

Tutor

Interpreter

Copies of notes

Lecture outline or notes from instructor

Auxiliary aids examples:

Taped texts

Note taker

Interpreter

Reader

Telecommunications devices for deaf persons

Assistive listening devices or systems

Within 14 days upon receipt of the Request for Accommodation and accompanying documentation, the Vice President of Students Services will contact the student in writing to confirm that the requested academic adjustment/auxiliary aid is approved, denied or an alternative is suggested.

Upon approval of the requested academic adjustment/ auxiliary aid each faculty member will be notified in writing of the required accommodations for the student. The student will also receive a copy of this notification via email.

If at any time throughout the academic year, a student feels that the agreed upon accommodations are not being followed by an instructor(s) or that alternate accommodations need to be provided, the student may contact the Vice President of Student Services at Ikirmer@fhtc. edu or 620-341-1325 or stop by the Reeble Student Success Center. Each semester the student's schedule of classes will be accessed by the Vice President of Student Services for the purpose of communicating accommodations with any new instructors. If a student changes any courses throughout a semester, the Vice President of Student Services needs to be notified in order to disseminate information to all of the student's instructors.

#### Student Insurance

Flint Hills Technical College does not provide insurance coverage for students.

#### **Computer Resources**

Computer labs are available to all students at designated times during the day. Computer resources are provided for the educational benefit of students. These resources are to be used for course research, reference and related assignments. For the protection of students and employees of the College, copyright laws will be observed. Students may not change computer settings or configurations, including adding or changing bookmarks. Computer centered activities that are not appropriate to the educational setting are not allowed. Determination of appropriate activities is left to the discretion of the instructor.

Use of computer resources for any purpose other than what is identified above may result in loss of access to computer lab and library resources, probation, suspension or expulsion, depending on the severity of the infraction.

#### Inclement Weather Plan

If severe weather forces the closing of the College, an announcement will be made by 6:00 a.m. on local radio and television stations for daytime classes. An announcement will be made by 4:00 p.m. on local radio and television stations for evening classes. Closings will also be posted on the FHTC website at www.fhtc.edu and students will receive an email notification through their stumail account. Students who have signed up for the RAVE text messaging alert system will also be notified through text message.

Television

KSNT—Topeka

WIBW—Topeka

KAKE—Wichita

Radio

KVOE, Emporia (AM 1400, FM 101.7, FM 104.9)

#### **Honor Society**

The Flint Hills Technical College Honor Society is affiliated with the National Technical Honor Society and promotes service, leadership, honesty, career development, knowledge and skills. The Honor Society recognizes and rewards student academic achievement and encourages goal setting. It provides a linkage between the College and business/industry, and promotes the image of technical education at the local, state and national levels. Membership is based on academic performance, including a minimum overall GPA of 3.75, documentation of five hours of community service, instructor recommendation and payment of the membership fee.

#### **Academic Honors Policy**

Students may qualify for academic honors on the basis of academic performance each semester. Highest Academic Honors includes students who achieve a grade point average of A (4.0). Students whose grade point averages are between 3.5 and 3.99, with no grade lower than a C, will qualify for the Academic Honors.

#### **Student Senate**

Students who wish to assume a leadership role at Flint Hills Technical College are encouraged to participate in the FHTC Student Senate. The Student Senate is a service organization that contributes to the college in many areas, including planning and organizing school events and activities, departmental representation, input on college operations, serving as a voice for student concerns, and providing a forum for dialogue on the quality of student life at FHTC. Students elected to Student Senate are required to participate in monthly meetings and other campus activities. Students interested in joining the Student Senate should contact their advisor. Elections for Student Senate representatives are conducted at the beginning of the fall semester each year. Student Senators must maintain a 2.0 GPA or above.

#### **Student Organizations**

Students are encouraged to participate in the student organization, if available, which is part of their program of study. These organizations and their related departments include:

Christian Connection

Campus-wide

Community Service Organization (CSO)

Dental Assisting

Dental Hygiene

Healthcare Administration/Management

Practical Nursing

**Technical Studies** 

Hispanic American-Leadership Organization (HALO)

Campus-wide

Phi Beta Lambda (PBL)

Business Technology

Computer Program Design & Development

Interactive Multimedia Design

Network Technology

Technical Studies

Presidential Student Ambassadors

Campus-wide

SkillsUSA

Automotive Technology

Computerized Machine Tool Engineering

Graphic Arts Technology

Hospitality/Culinary Arts

Industrial Engineering Technology

**Technical Studies** 

Welding Technology

Student American Dental Hygiene Association

Dental Hygiene

#### Library

The FHTC Director of Information Resources and Assessment provides assistance to on-campus and off-campus students including assistance with research questions, class projects, computers, and printing. The Director of Information Resources and Assessment can help students access the library from home, find reliable resources, correctly cite references and more, and can be reached at 620-341-1323.

The Library supports all programs with books, magazines, and videos in physical and virtual formats. Physical resources are available in the library and in many of the programs labs or classrooms. The electronic materials are available 24/7 from any internet connected computer. Information on how to access the library resources can be found on the library webpage libguides. Intc. edu.

The library has computers and a black and white printer for students and others to use at no charge. Laptop computers may be borrowed overnight. Books, magazines, and DVDs may be borrowed for two weeks. The library is located in Room 123, across from the Conference Center on the main campus.

All FHTC students, faculty, and staff are encouraged to use the library. Residents of Kansas are also welcome. All library users may check out materials, including books, magazines, videos and DVDs.

#### **Tutoring**

Tutoring is available as a free service for students. Tutoring hours and locations will be posted each semester. Peer tutoring may also be available in some programs of study.

#### **Bookstore**

The FHTC virtual bookstore provides a convenient outlet for the purchase of textbooks. Students may order their textbooks online or view a listing of all books with ISBN numbers at fhtc.ecampus.com. The

College Store on the main campus also offers an assortment of FHTC clothing items, memorabilia and other practical items.

#### Student Messages

The Reeble Student Success Center staff will screen all calls to the College that are intended for students. Only those calls considered to be an emergency, or essential, will be delivered to the student.

#### ADMISSIONS STANDARDS

#### **Entrance Requirements**

Students making application to Flint Hills Technical College must have graduated from high school or received a General Educational Development (GED) diploma. In addition, high school juniors and seniors may concurrently enroll at Flint Hills Technical College in some programs of study. Post-secondary students are responsible for providing Flint Hills Technical College with an official high school transcript or an official transcript of GED completion. Students must provide the necessary transcript documents prior to being placed in enrolled status. All applicants for admission to a program of study will be required to meet the college's admissions standards, which include taking standardized assessments. These assessments will be scheduled throughout the year. Students who do not satisfy the assessment score requirements may apply for an Admissions Appeal. Some Flint Hills Technical College programs may impose additional admission requirements as prerequisites to acceptance. These requirements are determined at the Division level and information will be made available to interested students at the time of application or upon request. The student must satisfy all financial responsibilities to Flint Hills Technical College. This includes tuition, fees, cost of books and tools, and any other costs required by the College.

The following programs at Flint Hills Technical College have additional specific admissions requirements:

Dental Assisting

Dental Hygiene

Practical Nursing

Current requirements are available on the FHTC website at www.fhtc. edu under the individual program page.

# Special Entrance Requirements for Non-U.S. Citizens Seeking Federal Financial Aid Eligibility

Flint Hills Technical College is not approved by the U.S. Department of Justice, Bureau of Citizenship and Immigration Services to accept students seeking admission through a foreign student visa. Individuals seeking admission who are not U.S. citizens may apply for admission if they meet one of the following criteria:

- I. Non-citizen national. The applicant must produce a passport stamped "Non-citizen National."
- 2. Permanent Resident.
  - A. "Alien Registration Receipt Card." (Form I-151,I-551, or I551C). The applicant must produce one of these documents with a currently valid expiration date.
  - B. Passport. The applicant must produce a passport stamped "Processed for I-551" with a valid expiration date.
  - C. I -94. The student must produce an I-94 which is stamped "Processed for I-551" with a valid expiration date, or "Temporary Form I-551" with appropriate information filled in.
- 3. Other Eligible Non-citizen.
  - A. "Temporary Resident Card" (Form I-699). The applicant must produce this document with a valid expiration date.
  - B. "Arrival-Departure Record" (Form I-94). The applicant must produce this document stamped as a Refugee Asylum Status, Conditional Entrant (before April I, 1980), Parolee, Cuban-Haitian Entrant.

Criteria for establishing citizenship if not born in the United States:

- Certificate of Citizenship. The applicant must produce a Certificate of Citizenship which includes the applicant's name, certificate number, and the date the certificate was issued.
- Certificate of Naturalization. The applicant must produce a Certificate
  of Naturalization which includes the applicant's name, certificate
  number, Alien Registration Number, name of the court (and date)
  where naturalization occurred.
- 3. Certification of Birth Abroad. (Form FS-545, DS-1350, FS-240), Report of Birth Abroad. The applicant must produce one of these documents which include an embossed seal, "United States of America" and "State Department."
- 4. U.S. Passport.

In addition to meeting one of the above criteria non- U.S. Citizen students must fulfill all college entrance requirements in addition to special entrance requirements.

Upon meeting the special entrance requirements for non-U.S. citizens and receiving admission to FHTC, students may apply for Federal Financial Aid.

## Special Entrance Requirements for Undocumented Non-U.S. Citizens

Flint Hills Technical College is not approved by the U.S. Department of Justice, Bureau of Citizenship and Immigration Services to accept students seeking admission through a foreign student visa. Undocumented non-U.S. citizens are not eligible for Federal Financial Aid. (see Special Entrance Requirements for non-U.S. citizens seeking Federal Financial Aid). Undocumented non-U.S. citizens are eligible to apply for admission to FHTC if they meet the following State qualifications:

- I. Provide documentation that they attended an accredited Kansas high school for three or more years.
- Provide documentation that they either graduated from an accredited Kansas high school or obtained a general educational development certificate (GED) in Kansas.
- File an affidavit with Flint Hills Technical College stating either that
  the student has filed an application to legalize his or her immigration
  status or to file for U.S. citizenship or that the student's parents have
  filed such an application. (Affidavits available in the Student Services
  Office.)

## Special Entrance Requirements for Non - U.S. Citizen High School Students

Non-U.S. Citizens that are high school juniors and seniors may enroll in Flint Hills Technical College programs accepting secondary students by meeting the following criteria:

- I. Be currently attending and lawfully enrolled in a Kansas high school.
- 2. Fulfill all college entrance requirements.

#### Tuberculosis Screening Questionnaire

Tuberculosis, also known as TB, is a bacterial infection that attacks the lungs and, sometimes, other parts of the body. It is spread when someone infected with the disease coughs or sneezes and the bacteria is inhaled by someone nearby. Flint Hills Technical College requires ALL students to complete a Tuberculosis Screening Questionnaire, per Kansas Statute KSA 2009 Supp. 65-129 to aid in prevention and control of Tuberculosis as required by State of Kansas Department of Health & Environment.

#### Assessment

All applicants for admission to a program of study will be required to meet the College's admissions standards, which include taking standardized assessments. Assessment tests will be scheduled throughout the year. Flint Hills Technical College utilizes the ACCUPLACER test as its standardized entrance exam. In lieu of the ACCUPLACER test,

students can submit their ACT scores for consideration. Students are required to meet the minimal "ability-to-benefit" level as determined by the United States Department of Education. Students who do not satisfy the assessment score requirements may apply for an Admissions Appeal. Assessment scores older than five (5) years will not be accepted or utilized by Flint Hills Technical College. At the discretion of the Vice President of Instructional Services, students taking credit-bearing courses who do not plan to pursue a technical certificate or Associate of Applied Science degree may be required to take the ACCUPLACER test or have ACT scores sent to FHTC to determine "minimum ability to benefit." To be considered successfully matriculated, a student must have met all of the above requirements. Failure to do so will result in the student not being accepted to Flint Hills Technical College.

A student with an associate degree or higher will not be required to take the assessment test. In order to waive the assessment test requirement an official transcript from the degree-granting institution must be on file with the Dean of Enrollment Management. Students in the Division of Health and Human Services will still have a requirement of standardized testing that has been taken within five years, as specified by the program.

A student who has completed English Composition I and College Algebra with a grade of "C" or higher will not be required to take the assessment test. In order to waive the assessment test requirement an official transcript from the institution(s) where the course(s) was completed must be on file with the Dean of Enrollment Management. Students in the Division of Health and Human Services will still have a requirement of standardized testing that has been taken within five years, as specified by the program.

#### **Admissions Appeal Process**

I. Criteria for Appeal

- A.) The student has fully completed the admissions application and submitted all appropriate educational records (transcripts) to Flint Hills Technical College.
- B.) The student demonstrates that they have attempted to meet minimum test score criteria as required for the desired program of study within the last five years.
  - I. Has taken the ACT two times
  - 2. Has taken the ACCUPLACER test three times
  - 3. Has taken the KAPLAN test two times
  - 4. Has taken the TEAS Test two times
- C.) The student has received a letter of denial from Nursing, Dental Hygiene or Dental Assisting programs

#### II. Appeal Request

- A.) The student must submit a typed letter requesting an appeal, within 30 days of the last unsuccessful testing attempt. The letter should be submitted to the Admissions Specialist at Flint Hills Technical College. The letter should address the following items:
  - I. Program of intended study
  - 2. Criteria/Reason(s) that should be considered for admission though they do not meet requirements
    - i. Based on which test score is being appealed
    - ii. Core grades in content area indicate success
    - iii. Job skills- including job description and length of employment
  - 3. Long-term Educational/ Professional goals
- B.) The student must also submit to the Admissions Specialist, a letter of reference from a current Teacher, Counselor, or Employer. This letter should address the following:
  - 1. Work Ethic of applicant
  - 2. Demonstrated skill or other aspects for consideration
  - 3. Confidence in ability
- C.) Appeals for Nursing, Dental Hygiene, or Dental Assisting will go directly to step IV Appeal Panel
- D.) Appeals for all other FHTC Programs will move to step III. Multiple Measure Rubric Evaluation

- III. Multiple Measure Rubric Evaluation will be used to evaluate most appeals\*
- A.) An Admissions Specialist will review the documents for consideration using the approved "FHTC General Multiple Measure Rubric" for evaluation:
  - I. Appeal Request Letter
  - 2. Reference Letter
  - Submitted Educational Records- Transcripts (High School or College)
  - 4. Submitted test scores as reported- for all applicable tests
- B.) The rubric score will be verified by the Dean of Enrollment
- C.) The student must score an average of 3 (or generally 15 on the Rubric) or above based on the designated rubric for admission appeal approval. The student will be notified within 30 days of receipt of appeal.
- D.) If the student scores below a three on the rubric, the Admissions Specialist, or the Dean of Enrollment feel other input is needed, the appeal will move to step IV Appeal Panel for final decision.

#### IV. Appeal Panel

- A.) The Admissions Appeal Panel will review the following documents for consideration:
  - Multiple Measure Rubric that was used for admission decision and required documents
  - 2. Additional documentation from admissions process as appropriate
  - 3. May Request an interview
- B.) The Admissions Appeal Panel will be comprised of an odd number of people (with a minimum of three members) and at least one representative from the following areas:
  - I. Representative from Intended Program of Study Faculty
  - 2. Representative from Admissions/ Advising Staff
  - 3. Representative from Administrative Staff
- C.) The student must be approved by at least 2/3rds of total panel members.
- D.) The Admissions Office will notify the student in writing of the final decision within 30 days of referral to committee.

#### **Home School Students**

A home school transcript may be submitted for evaluation in lieu of a high school transcript or GED from the school administrator. The transcript must include courses taken, credits and grades received, school location, date of completion and a school administrator's signature.

#### Transfer of Credit for General Education Courses

General education courses taken at regionally accredited colleges, universities or other recognized institutions may be submitted to the FHTC Dean of Enrollment Management for evaluation and possible acceptance. Students requesting acceptance of general education coursework must submit an official transcript (not issued to student) from each former educational institution. A course description, course outline or course syllabus may be requested for each course the student wishes to be considered for acceptance by Flint Hills Technical College.

All accepted transfer credit hours and grades will be posted to the student's FHTC transcript upon approval by the Dean of Enrollment Management. General education courses that are accepted for transfer will be used to calculate the student's cumulative grade point average.

General education coursework must be at the 100 level or above for which the student received a grade of D or better or the equivalent of 1.0 on a 4.0 scale.

If a student has completed an associate or higher level degree from an accredited institution of higher education, prior to entering a program of study at FHTC, the general education courses will be accepted in total

for the FHTC general education requirements.

Students may apply to transfer up to nine (9) credits of general education through the College Level Examination Program (CLEP).

The Dean of Enrollment Management will consider up to six (6) credits of Advanced Placement courses to be applied toward the Associate of Applied Science degree.

All transfers of credit are subject to approval by the Dean of Instructional Services.

#### **Transfer of Credit for Technical Education Courses**

Technical education courses taken at another accredited post-secondary or higher education institution may be submitted to the FHTC Dean of Enrollment Management for evaluation and possible acceptance. The program instructor and appropriate Division Chair will make the determination of transferability with final approval by the Dean of Instructional Services.

Students requesting acceptance of technical education coursework must submit an official transcript (not issued to student) from each former educational institution. A course description, course outline or course syllabus may be requested for each course the student wishes to be considered for acceptance by Flint Hills Technical College.

Technical education coursework transferred will not exceed the number of credit hours required in the first semester of the freshman year. All accepted transfer credit hours and grades will be posted to the student's FHTC transcript upon receipt and will be used to calculate the student's cumulative grade point average.

Technical education coursework eligible for transfer must have been completed within five (5) years prior to enrollment. Technical education coursework taken at FHTC may be applied to the Associate of Applied Science degree for up to five (5) years from the date such coursework was completed.

Technical education coursework taken more than five (5) years before a request for transfer of credit is made, or FHTC coursework taken more than five years before a request is made, may be submitted to the Dean of Instructional Services and the appropriate Division Chairperson for evaluation.

#### Transfer of FHTC Technical Education Credit between Programs

With approval from the program instructor and Dean of Instructional Services, students may transfer program-specific courses in one program of study to other FHTC programs of study. General education coursework may be transferred from program to program within the institution.

#### Transfer of Courses from FHTC

Students wishing to transfer credit from Flint Hills Technical College to another higher education institution may request a transcript be sent from the Dean of Enrollment Management to the receiving higher education institution. The receiving institution will determine acceptance of FHTC coursework for transfer of credit. A mailed copy of a student's transcript is \$5.00 per transcript. Students can also order their transcripts electronically through National Student Clearinghouse (NSC).

#### Ordering Transcripts through NSC

Ordering transcripts through NSC will provide the recipient with your official Flint Hills Technical College transcript. Ordering through NSC provides you the opportunity to order transcripts multiple times online.

Your transcript is the official, permanent record of all the courses you have attended. Electronic Documents are available from 1999 to present,

transcripts prior to 1999 may not be in electronic format. Flint Hills Technical College has authorized NSC to manage the ordering, processing, and secure delivery of student transcripts. The benefits that students will realize from online transcript ordering

- Convenient 24/7 access
- · Secure transactions
- Immediate, secure electronic transcript delivery worldwide (if there are no holds on your student account)
- Automatic order updates via mobile text alerts and email
- · Online order tracking
- Ability to order multiple transcripts for multiple recipients in one order

How to request a transcript:

Flint Hills Technical College transcript requests can be made through the NSC website: https://tsorder.studentclearninghouse.org/school/ select Step-by-step directions to order a transcript through NSC can be found at:https://studentcleringhouse.org/mystudentcenter/ knowledge-base/submitting-an-order/

All transcripts sent through NSC are official.

#### Cost:

The transcript cost is based on the method of delivery and destination. During the ordering process you will be able to see the exact charge prior to entering your credit card information. Transcripts must be paid by credit card at the time of the order. A hold on your account will not prevent you from requesting a transcript. However, we will not be able to release your transcript until the hold is resolved.

Transcript requests are filled during regular Flint Hills Technical College business hours. Requests made during holidays and weekends will be fulfilled during the next business day. For questions or to report a problem with your order, please contact NSC.

#### Course Transfer

The Kansas Board of Regents has now approved many courses for guaranteed transfer among all Kansas public postsecondary institutions denoted with a **T** symbol . A student who completes these courses at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other public institution in Kansas in pursuit of a degree or credential. Beginning with the 2014 summer term, the following courses qualify for guaranteed transfer:

Acting I

Acting II

American Government American Literature I American Literature II

Anatomy & Physiology – 5 credit hours Anatomy & Physiology – 8 credit hours

Art Appreciation Art History I Art History II

Biology I & Lab for Majors Biology II & Lab for Majors

Calculus I

Chemistry I & Lab for Majors Chemistry II & Lab for Majors Childhood Growth & Development

College Algebra Comparative Politics

Computer Concepts and Applications

Contemporary Math/Essential Math

Descriptive Astronomy & Lab

Descriptive Astronomy

Descriptive Astronomy Lab Early Childhood Education

Elementary Statistics

English Composition I

English Composition II

Engineering Physics I & Lab

Engineering Physics II & Lab

Environmental Science and Lab

Environmental Science

Environmental Science Lab

**Ethics** 

Financial Accounting

First Aid and CPR

French I

French II

General Biology & Lab for Non-majors

General /Business Calculus

General Chemistry & Lab for Non Majors

Human Lifespan/Developmental Psychology

International Relations

Interpersonal Communication

Introduction to Business

Introduction to Computers & Applications

Introduction to Criminal Justice

Introduction to Cultural Anthropology

Introduction to Drawing

Introduction to Early Childhood Education

Introduction to Education

Introduction to Linguistic Anthropology

Introduction to Literature

Introduction to Mass Communication Introduction to Philosophy

Introduction to Political Science

Introduction to Psychology

Introduction to Social Work

Introduction to Sociology

Introduction to Women's Studies

Logic and Critical Thinking

Macroeconomics

Managerial Accounting

Marriage and Family

Medical Terminology

Microeconomics

Music Appreciation

Music Theory I

Music Theory II

Nutrition

Personal and Community Health

Personal Finance

Physical Geology & Lab

Physical Geology

Physical Geology Lab

Physical Science I & Lab

Physics I & Lab

Physics II & Lab

Principles of Leadership

Public Speaking

Social Problems

Spanish I

Spanish II

Spanish III

Stagecraft

Theatre Appreciation

Theatre Practicum

Trigonometry

US History to 1877 US History since 1877 World History to 1500 World History 1500 to Present World Regional Geography World Religions

Visit www.kansasregents.org/transfer\_articulation OR fhtc.edu/web/site/transferability for more information.

#### Reverse Transfer

Beginning in the Fall of 2014, students who transfer to a Kansas public university from a Kansas public community college or technical college 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.

Within a student's first year, or upon eligibility for reverse transfer, those who transfer coursework from a community college or technical college to a public university will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. To be eligible, a student must have completed at least 45 credit hours at one or more public community college or technical college in Kansas. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the community college or technical college the student last attended. Visit www. kansasregents.org/transfer\_articulation OR www.fhtc.edu/web/site/transferability for more information.

#### Change of Program Procedure

Students wishing to transfer from one program to another at Flint Hills Technical College need to contact the Academic Advisor/Counselor or Dean of Enrollment Management. The following guidelines for transfer apply:

- I. Students must meet the minimum scores for the intended program of study.
- 2. All policies for Adding a Course/Withdrawing from a Course (as listed in the FHTC Handbook and catalog) apply.
- Students may begin the intended program of study at the next available start date. (Some programs of study begin only in the Fall semester of each year).
- 4. At the time of the request of transfer, the Dean of Enrollment Management will undertake a review of credits, which may be applicable to the intended program of study. The student will be notified in writing of any credits that are transferable to the intended program of study.

#### Credit by Examination

Faculty may designate certain technical courses as credit by examination, with the approval of the Vice President of Instructional Services. Students will be required to enroll in that course and take the examination prior to the start date of the course. No letter grade will be given for the examination, and the student's transcript will indicate a "P" for pass if the student successfully completes the examination. Students who do not successfully complete the examination will be required to take the course for a grade. No more than 15 credits of technical credit will be allowed through credit by examination.

Upon successfully passing a comprehensive examination, according to predetermined criteria, the student will be awarded credit for the course for which the examination was taken. The course title, the number of credit hours the course carries and a letter grade of "P" (passing) will be posted to the student's transcript. The grade will not be factored into the student's cumulative grade point average. Students may attempt credit by examination for a course only once.

Students wishing to receive credit by examination will pay a non-refundable fee determined on the basis of the cost of tuition and the number of credit hours of the course.

#### Credit for Prior Learning

Credit for Prior Learning (CPL) can expedite the completion of postsecondary education programs by evaluating an individual's existing knowledge and competencies and awarding college credit as appropriate.

For the purpose of this policy, "prior learning" includes the postsecondary-level knowledge and skills gained through work and life experiences, such as corporate and military training programs, industry certifications, noncredit postsecondary level courses, and civic or volunteer experiences.

Students may also seek credit through national exams for postsecondary credit (e.g. CLEP, DANTES, AP, IB, etc.), and credit by examination. Obtaining credit for prior learning is the optimal outcome of a prior learning assessment.

Academic credit will only be awarded on a course-by-course basis to meet degree requirements and only to enrolled degree-seeking students. Changing majors will not result in reassessment of previously awarded CPL. A minimum of 15 credits or 25% of the technical credit requirements of a Technical Certificate or AAS degree (whichever is greater) must be earned at FHTC to be eligible for graduation.

There is no tuition cost for CPL Administrative fees are based on the assessment service required of each type of assessment and are not determined by the number of credits awarded.

Students seeking FHTC course credits for prior learning initiate the process with the Academic Advisor/Counselor in the Reeble Student Success Center. Students are responsible for ensuring that all steps, forms, evidence and signatures are completed in order to receive the CPL for they are eligible.

#### **FINANCE**

#### Tuition

Tuition is charged by credit-hour. Post-secondary students are required to pay the tuition amount as approved for Flint Hills Technical College by the Kansas Board of Regents. The amount of tuition charged is based on the number of credit hours in which the student is enrolled. The tuition amount shown in various Flint Hills Technical College publications represents the amount to be paid by the student.

#### **Tuition Refunds**

The enrollment deposit paid during registration is nonrefundable. Students withdrawing are eligible for a refund according to the following refund schedule:

For Credit Courses:

- Up to 5% of the course duration 100% refund of tuition and fees
- 6-10% of the course duration 100% of tuition only
- After 10% of the course duration No refund

For Non-Credit Courses:

- Prior to 1st day of class- 100% refund of tuition & fees
- After course begins- No refund, regardless of attendance

If tuition and fees are collected in advance of the start date of a program and FHTC cancels the course, 100% of the tuition and fees collected will be refunded. The refund will be made within thirty (30) days of the planned start date.

Refunds, when due, will be made within sixty (60) days of the last day of attendance if written notification of withdrawal has been provided to the Reeble Student Success Center by the student, or from the date the student is terminated or FHTC staff determines withdrawal by the student.

Refunds for federal financial aid recipients will be based on the federal regulations governing that program. Pro rata refund policies will apply to federal aid recipients who withdraw from their program of study before 60 percent of their semester of enrollment at FHTC.

A \$100 non-refundable enrollment deposit is required at the time of registration for students enrolling in seven (7) credit hours or more. A \$50 nonrefundable enrollment deposit is required at the time of registration for students enrolling in one (1) to six (6) credit hours.

#### College Fees

College fees pay for the following items and services:

- I. Student I.D. card. Students who lose their I.D. cards must go to the Reeble Student Success Center for a replacement. The replacement cost is \$10.00.
- Parking permit. Students who lose their parking permit can purchase a replacement in the Reeble Student Success Center. Office for \$10.00.
- 3. Diploma. Diplomas may be replaced at a cost of \$10.00.
- 4. Graduation cap and gown.
- 5 Graduation announcements (10).
- 6. Facility usage.
- 7. Counseling/advising services.
- 8. Career Planning and Placement services.
- 9. Computer and computer lab usage.
- 10. Tutoring Services.
- 11. Web-based enrollment management software system.
- 12. Text messaging emergency alert system

Students are required to pay additional lab fees depending on program requirements. Students enrolling in non-credit courses will pay fees based on the cost of each course.

#### **Finance Policy**

Payment in full, payment arrangements (payment plan) and/ or financial aid to cover all student account balances must be established by the first day of each semester. If these arrangements have not been made by the first day of each semester a student will be administratively withdrawn.

Early admission programs may require payment in full, payment arrangements and/or financial aid to be established at least 30 days in advance of each semester in order to avoid being administratively withdrawn. Students enrolling in courses after the start of a semester will be required to have payment arrangements finalized at the time of registration.

Statements will be available electronically and can be viewed by logging in to the student's my.FHTC. edu account.

Students with an outstanding balance will be assessed a \$50.00 monthly late fee if payment is not received. A hold will be placed on a student's account if payments are not made by the due dates. Grades, diplomas/certificates and transcripts will be held until payment is received. Students with a balance due to FHTC must have the balance paid in full before enrolling in future classes.

#### **Payment Plans**

Students entering into a payment plan with FHTC will work with NelNet, a convenient budget planning company. The student must pay a \$25.00 per semester, non-refundable NelNet Enrollment Fee

and pay a percentage of the balance due at the time of enrollment for the payment plan. Tuition and fee payments will be automatically deducted on the 5th or 20th of each month from a checking or savings account. A student may also have their payment charged to their credit card. Students may sign up for the payment plan and receive additional information in the Reeble Student Success Center.

#### Veteran's Benefits

Flint Hills Technical College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

#### Third-Party Billing

Students that are receiving funding through third party billing (WIA, DCF, etc.) are often required by the agency to submit verification of attendance and grades. It is the student's responsibility to request necessary verification from either their instructor or the Dean of Enrollment Management and provide it to the requesting agency.

#### **FNROLLMENT PROCEDURES**

#### **Program Enrollments**

The number of students who may enroll in any of the college's programs of study will be determined by the Vice President of Instructional Services in conjunction with the program instructor. The college reserves the right to restrict enrollment in all programs and courses on the basis of available space and equipment. The time at which students may enroll in a course after the first day of scheduled classes will be determined by the Vice President of Instructional Services in conjunction with the course instructor.

#### Adding a Course/Withdrawing From a Course

Whenever a student wishes to add a course, withdraw from a course or withdraw from the College, the student must first consult with their instructor, who will then refer the student to the Academic Advisor/Counselor or Dean of Enrollment Management. Following a meeting with the Academic Advisor/Counselor or Dean of Enrollment Management, a Student Schedule Add or Drop Form is completed and becomes a part of the student's permanent record. If a student is receiving financial aid, a copy of the Student Schedule Add or Drop Form will be provided to the Financial Aid Officer for appropriate disposition of the student's financial aid status. For secondary students, the high school counselor will be notified of the withdrawal and a copy of the Student Schedule Add or Drop Form will be sent to the student's high school counselor. The last day for a student to withdraw from a course and not have a grade posted to the transcript is the date on which no more than 60% of the days the course is scheduled to meet have elapsed. Students withdrawing from a course by the last established date will receive a W for the course and the W will not be factored into the student's grade point average. Students withdrawing from a course after the established drop date will receive a final grade for the course.

#### Auditing a Course

Students who wish to take a course, but do not need or want to take the course for credit, may audit that course. The student must secure permission from the Vice President of Student Services prior to the first day of class. Students auditing a course will pay the established tuition and fees for the course as if they were taking the course for credit. Students auditing a course will be assigned a grade of "AU" for the course and the course will appear on the student's transcript.

#### Repeating a Course

If a student repeats a course for which they have already received a grade, the original grade for the course will remain on the student's transcript, with an "R" denoting the course was repeated. The grade received when the course is retaken will be the grade counted in the student's grade point average. The grade received when the course was originally taken will not be factored into the grade point average once the course has been repeated.

#### Internship Option

Although the internship or similar work-related experience is considered to be an optional activity for some disciplines of study, others will require it. The purpose of the internships is to provide the opportunity for students to practice their skills at a high level, provide workplace experiences and/or provide career exploration activities. An internship may be used as a substitute for one or more courses or it may be used as an additional learning experience. Prerequisites vary from program to program. Students seeking enrollment in an internship must first demonstrate competency in core coursework and have a good attendance record. Enrollment in an internship requires the consent of the instructor with the approval of the Division Chairperson and the Vice President of Instructional Services. One or more internship activities may be assigned to a student for a maximum of 8 credit hours. Each credit of internship requires a minimum of 45 clock hours of workbased activities. It is at the discretion of the instructor(s) to determine how the student seeking the internship may most effectively utilize the allowable number of credit hours.

#### Military Service

Students serving in the National Guard or Reserves who are called to active duty during an academic term are entitled to receive a full refund of tuition and fees if they withdraw from all classes or for all classes dropped. Students who are directed to report for active duty during an academic term shall also be entitled to receive a full refund of tuition and fees for courses in which the student is currently enrolled. All refunds may be contingent upon presentation of official documentation. Students who volunteer for military service may be subject to the institution's tuition refund policy.

#### GRADING SYSTEM

#### Letter Grades

Grades are assigned upon the conclusion of each course. Grade reports are prepared and issued to students shortly after grades are submitted to the Reeble Student Success Center. Grade reports for high school students are provided to the student and the student's high school. Grades are assigned and the grade point average (GPA) is computed based on the following:

Letter Grade	Definition	Grade Points
А	Excellent	4
В	Above Average	3
С	Average	2
D	Below Average	I
F	Failing	0
Р	Pass	N/A
W	Withdrawal	N/A
Ī	Incomplete	N/A
AU	Audit	N/A

#### How To Figure GPA

To calculate a grade point average, add the points (Q.Pts.) earned, and divide that total by the total number of GPA hours attempted (H.Gpa).

For example:

Title	Grade	H.Gpa	Q.Pts
Intro. to Computers	B(3) ×	3.00 =	9.00
Internship	C(2) ×	8.00 =	16.00
Professional Dev.	A (4) ×	2.00 =	8.00
Comm. & Employment	B (3) ×	1.00 =	3.00
Term Totals:		14.00	36.00

36 points/I4 GPA hours = 2.57

#### Incomplete Grade

Students enrolled in any course for credit, upon the approval of their instructor, may be assigned an incomplete grade (I). The instructor and the student must complete an Incomplete Grade Form, which must be submitted to the Dean of Enrollment Management. The instructor will assign an Incomplete (I) for the course in the place of a grade. Within 30 calendar days of the ending date of the course, the instructor must submit the proper forms to the Dean of Enrollment Management with a letter grade for the course based on the work completed. If no grade change is submitted, the grade of "F" will be entered automatically to the student's transcript.

#### Appealing a Grade

Grades are assigned only by an instructor and may be appealed by petition. A petition for a grade change must be initiated by the student within three (3) weeks from the date the grade was issued. A grade will be changed only through a student's successful petition.

In petitioning a grade change, the student must first seek relief from their instructor. If unsuccessful at that level, the student may seek relief from the Chairperson of the division in which the student is enrolled, who will mediate the appeal with the student's instructor. If the student is unsuccessful at that level and wishes to continue the appeal process, the student must contact the Vice President of Instructional Services. A grade appeal form (which may be obtained in the Reeble Student Success Center) must be completed and must include substantial reasons for the grade change request and any documents supporting the request. Any and all information submitted by the student will be made available for review by the student's instructor and the Division Chairperson, who will be consulted by the administration in consideration of the request.

#### **Grade Change**

Only the instructor of a course can initiate a grade change. The instructor must make this change with the Dean of Enrollment Management within one semester of the student's completion of the course. A failing grade will not be changed to a passing grade without the authorization of the Vice President of Instructional Services. Any deviation from this policy must be authorized by the Vice President of Instructional Services.

#### **Transcript Requests**

Requests for transcripts may be made through the Dean of Enrollment Management in the Reeble Student Success Center, and may be released following the payment of a transcript fee. A student must request a transcript in writing. Written requests must include the student's name at the time of attendance, Social Security Number, date of birth, the last year of attendance, the person and address where the transcript is to be sent, and the student's signature. A student who is financially indebted to the College will not be allowed to receive a copy of his or her transcript, nor will a request to transmit the academic transcript to another person or agency be honored as long as the debt remains; however the student will be permitted to review the transcript in accordance with the provisions of Student/Parent(s) Review of Records policy. Transcripts will be released only by the written consent of the student. Transcript

requests may also be denied in connection with disciplinary action. The cost of each transcript is \$5.00 mailed.

Flint Hills Technical College can only release transcript information relevant to the degree earned while at FHTC. Flint Hills Technical College will not release another transcript from any other institution under any circumstances. All questions related to transcript information need to be directed to the Dean of Enrollment Management.

#### Ordering Transcripts through NSC

Ordering transcripts through NSC will provide the recipient with your official Flint Hills Technical College transcript. Ordering through NSC provides you the opportunity to order transcripts multiple times online.

Your transcript is the official, permanent record of all the courses you have attended. Electronic Documents are available from 1999 to present, transcripts prior to 1999 may not be in electronic format.

Flint Hills Technical College has authorized NSC to manage the ordering, processing, and secure delivery of student transcripts.

The benefits that students will realize from online transcript ordering include:

- Convenient 24/7 access
- Secure transactions
- Immediate, secure electronic transcript delivery worldwide (if there are no holds on your student account)
- Automatic order updates via mobile text alerts and email
- Online order tracking
- Ability to order multiple transcripts for multiple recipients in one order

How to request a transcript:

Flint Hills Technical College transcript requests can be made through the NSC website: https://tsorder.studentclearninghouse.org/school/select Step-by-step directions to order a transcript through NSC can be found at: https://studentcleringhouse.org/mystudentcenter/knowledge-base/submitting-an-order/ All transcripts sent through NSC are official.

#### Cost:

The transcript cost is based on the method of delivery and destination. During the ordering process you will be able to see the exact charge prior to entering your credit card information. Transcripts must be paid by credit card at the time of the order.

#### Additional Information:

A hold on your account will not prevent you from requesting a transcript. However, we will not be able to release your transcript until the hold is resolved.

Transcript requests are filled during regular Flint Hills Technical College business hours. Requests made during holidays and weekends will be fulfilled during the next business day. For questions or to report a problem with your order, please contact NSC.

#### FEDERAL FINANCIAL AID

The FHTC financial aid program is available to help students who need financial assistance to continue their education. While the financing of education is primarily the responsibility of the students and their families, financial aid programs take into account the wide variety of financial circumstances that can affect a student's ability to pay for education. The financial aid program consists of Pell Grants, Supplemental Educational Opportunity Grants, Work Study, Direct Loans, a large number of locally funded scholarships and Foundation scholarships.

The Financial Aid Office welcomes inquiries throughout the school year. In many cases, students who did not apply for financial aid prior to matriculation may qualify during the academic year to receive financial aid through grants, work-study or scholarships.

Students receiving financial aid must have applied and be admitted to the college, must be degree-seeking, must be enrolled in classes that will count toward the degree or certificate, and must be in good standing (eligible to re-enroll). In addition, students must have a GED, High School Diploma, or been home-schooled. Previous college transcripts are required. All transcripts must be submitted to Student Services. Students may not receive aid if they fail to make Satisfactory Academic Progress in previous semesters.

#### Campus-Based Programs

The campus-based programs offered at FHTC are Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work-Study. They're called Campus-Based Programs because they are administered directly by the Financial Aid Office at each participating institution. How much aid you receive depends on such factors as your financial need, on the amount of other aid you'll receive, and on the availability of funds at your institution. Unlike the Federal Pell Grant program, which provides every eligible student with funds, each institution participating in any of the campus-based programs receives a certain amount of funds each year from the federal government for each campus-based program. When that money is gone, no more awards can be made from that program for that year. Each institution sets its own deadlines for students to apply for campus-based funds. Ask your financial aid officer about the College's deadlines. You may miss out on aid from these programs if you don't apply early.

Federal Supplemental Educational Opportunity Grant (FSEOG) A FSEOG is for undergraduates with exceptional financial need—that is, students with the lowest Expected Family Contributions (EFCs)—and gives priority to students who receive Federal Pell Grants. An FSEOG doesn't have to be paid back.

To be eligible for a FSEOG award at FHTC, a student must:

- Not have earned a bachelor's degree.
- Have applied for Federal aid and have determined eligible for a Federal Pell Grant with an expected family contribution (EFC) of zero.
- Awards are made by order of file completion.
- Approximately 10% of FSEOG funds are reserved for new students with a spring start date.
- Priority for full-time enrollment, but can be also awarded to parttime students who have already received funds in a prior semester with full-time enrollment.
- Preference is given to eligible students attending the highest cost programs.

#### Federal Work-Study

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study.

To be considered for eligibility, a student must:

- Have a valid SAR/ISIR.
- Be enrolled full-time in an eligible program for Title IV Funds.
- Have unmet need after receiving an award.
- Complete employment application online through FHTC website.
- Complete interview, review Job Description and review Goals and Timelines for job completions with College Personnel.
- Comply with work restrictions relevant to College Restrictions.
- Maintain Satisfactory Academic Standards and be in good standing at the college and progress toward the completion of a technical

- certificate or degree based on College and Federal Standards.
- Apply annually for Federal Financial Aid (FAFSA) until completion of the student's program of study.

Your Federal Work-Study wages will be at least the current federal minimum wage, but they may be higher. Your total Federal Work-Study award depends on when you apply, your level of need, and the funding level of your institution. You will be paid by the hour. Your check will be available on the 1st and 15th of the month. Your Work-Study earnings could be applied directly to your institutional charges such as tuition, textbooks and some fees. Contact the Business Office at FHTC for more information.

Both on campus and off campus work study jobs may be available. If you work on campus, you'll usually work for your college. If you work off campus, your employer will usually be a private non-profit organization or a public agency, and the work performed must be in the public interest. Some Federal Work-Study jobs might be working for private for-profit employers which must be judged to be relevant to your course of study to the maximum extent possible. The amount you earn can't exceed your total Federal Work-Study award. When assigning work hours, your employer or financial aid officer will consider your class schedule and your academic progress. The work study job application is available online through the FHTC website. The Human Resources Office and the job supervisors will interview prospective Work-Study students.

#### **Pell Grant**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. You are not eligible to receive a Federal Pell Grant if you are incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense. Effective on July 1, 2012, you can receive the Federal Pell Grant for no more than 12 semesters or the equivalent (roughly six years). You'll receive a notice if you're getting close to your limit. If you have any questions, contact your financial aid office. If you're eligible for a Federal Pell Grant, you'll receive the full amount you qualify for-each school participating in the program receives enough funds each year from the U.S. Department of Education to pay the Federal Pell Grant amounts for all its eligible students. The amount of any other student aid for which you might qualify does not affect the amount of your Federal Pell Grant.

#### **Direct Student Loans**

To receive Federal Direct Student Loans, students will need to complete and return the Award Letter: Students may request a lower amount than is indicated on the Award Letter but not a greater amount.

If accepting a loan for the first time, a Entrance Loan Counseling and Direct Loan Master Promissory Note (MPN) must be completed. These can be completed at www.studentloans.gov Parents of dependent students may complete a PLUS MPN (Complete PLUS Request Process) at the site indicated above if they wish to apply and receive a Parent PLUS loan.

At the time of disbursement, a student must be enrolled and attending at least half-time (6 credit hours) to receive a student or PLUS loan. If enrollment has dropped to less than half-time before the disbursement of loan proceeds, the funds will be returned to the government and any future disbursements will be canceled. The student will still be responsible for all college charges that have not been paid as calculated by the business office.

Students must complete Exit Loan Counseling when enrollment falls below 6 hours, a student graduates or withdraws. Exit Loan Counseling can be completed at www.studentloans.gov

#### Your Rights and Responsibilities as a Borrower

I have the right to:

- written information on my loan obligations and information on my rights and responsibilities as a borrower;
- a copy of my MPN either before or at the time my loan is disbursed:
- grace period and an explanation of what this means;
- notification, if the Department transfers your loan to another servicer without your consent;
- a disclosure statement, received before I begin to repay my loan, that includes information about interest rates, fees, the balance I owe, and a loan repayment schedule;
- deferment or forbearance of repayment for certain defined periods, if I qualify and if I request it;
- prepay my loan in whole or in part anytime without an earlyrepayment penalty; and
- documentation when my loan is paid in full.

#### I am responsible for:

- completing exit counseling before I leave school or drop below half-time enrollment;
- repaying my loan according to my repayment schedule even if: I
  do not complete my academic program; I am dissatisfied with the
  education I received; or I am unable to find employment after I
  graduate;
- notifying my lender or loan servicer if I: move or change my address, change my telephone number, change my name, change my Social Security number, or change employers or my employer's address or telephone number changes;
- making monthly payments on my loan after my grace period ends, unless I have a deferment or forbearance; and
- notifying my lender or loan servicer of anything that might alter my eligibility for an existing deferment or forbearance.

#### **Direct PLUS Loan**

#### (Parent Loan for Undergraduate Students)

To receive a Direct PLUS Loan, a person must be the parent (biological, adoptive, or in some cases, stepparent) of a dependent undergraduate student enrolled at least half-time at an eligible school and not have an adverse credit history. Interest rates are fixed for the life of the loan. The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement. The parent borrower will generally be expected to start making payments on the Direct PLUS Loan once the loan is fully disbursed. However, parents may request a deferment while their child is enrolled at least half-time and for an additional six months after their child graduates, leaves school, or drops below half-time enrollment. Payments are not required while the loan is deferred. When the parent submits a request for a Direct PLUS Loan at studentloans.gov, the parent has the option of requesting a deferment as part of the loan request process. During any period when the parent is not required to make payments, interest will accrue on the loan. The parent may choose to pay the accrued interest or allow the interest to be capitalized (added to the loan principal balance) when repayment begins. The loan servicer will notify the parent when the first payment is due.

#### Institutional and Endowed Scholarships

New and returning students can apply for institutional scholarships on our website at fhtc.edu by March 1st for the upcoming year. Applicants will be considered for all institutional and endowed scholarships based on GPA, program and other criteria listed on the application. New students must submit a current high school or college transcript to Student Services for GPA determination. You must apply each year, scholarships are not automatically renewed.

#### The Federal Financial Aid Process

Using a formula established by Congress, the federal government will determine how much you, or you and your spouse or parents are expected to provide toward the cost of your education. The amount is

called your Expected Family Contribution (EFC). Your EFC is based on the income and asset information you provide on your Free Application for Federal Student Aid (FAFSA). The same formula is used at every college so your EFC will be the same no matter which college you attend.

The cost of attendance used for determining your eligibility for financial aid is an estimate. It will include: a typical amount for tuition and fees, room and board, books and supplies, personal expenses and transportation for a student in your program.

When awarding financial aid, the EFC is subtracted from the cost of education. The remainder is the amount of need-based financial aid you may receive.

#### Federal Financial Aid Application

The federal aid application can be completed at fafsa.gov. Apply as soon after October I st as possible for the next school year.

#### Verification

The central processor selects certain federal aid applicants for a process called verification. If selected for verification, the financial aid office will request additional information to verify the income and household information listed on the federal aid application. Applicants will be notified by email of documents required after submitting the federal aid application.

#### Renewal of Financial Aid

Financial aid awards are not automatically renewed. Students must complete a new FAFSA for each award year. Apply as soon after October 1st as possible for the next school year at fafsa.gov. At FHTC, the summer semester begins a new award year.

#### **Award Letters**

Financial aid award letters are emailed to the student email address after enrollment and completion of financial aid requirements. Estimates are available for students who have not completed the enrollment process.

#### **Enrollment Requirements**

Awards are based on full-time enrollment, which is a minimum of 12 credit hours per semester. Enrollment is verified each semester prior to disbursement of all funds. For students enrolled less than full-time, Pell Grant awards will be prorated and other awards may have to be adjusted. Students must be enrolled at least half-time (6 credit hours or more) to receive student loans. Most institutional scholarships are based on full-time (12 hours or more) enrollment.

#### Understanding Your Award Letter

A financial aid award letter identifies the aid available to each student based on program eligibility requirements, including grants, loans, and scholarships. Private or outside scholarships are estimated and contingent upon actual receipt of funds from the appropriate agencies. Award letters must be signed and returned to the financial aid office to complete the award process. All students with eligibility are offered loans. Loans can be declined or amounts changed on the award letter:

#### Awards are Subject to Change

A financial aid award may be reduced or canceled. The most common reasons for an award adjustment include changes in enrollment and over-awards due to the receipt of aid from other sources. An award may also be adjusted due to changes or inaccuracies in the information on which the award was based.

#### Disbursing Financial Aid

Funds are generally credited to a student's account on the 30th day from the start of the semester, provided all required documents have been submitted and processed. Tuition and all other allowable charges will be deducted from financial aid. Following the initial disbursement, funds are disbursed weekly. Students may authorize direct disbursement to their

checking or savings account, or receive a paper check. Students must ensure their address is correct to avoid delays in receiving disbursements.

#### Purchase of Books and Supplies with Financial Aid Funds

Students with completed financial aid totaling more than tuition and fees will be able to use their excess financial aid to purchase books through fhtc.ecampus.com. To purchase books with future financial aid, a book voucher will be sent to the student via student email. Book vouchers will not be issued until all financial aid requirements are completed. To purchase uniforms, tools and supplies with future financial aid, the business office will issue vouchers as needed. Students can also charge their tools with select vendors against their financial aid up through the first two weeks of classes. Participating vendors will be available during a scheduled time before or during the fall semester. Students may also visit vendor locations to purchase tools. Students will have to sign a charge form, authorizing use of financial aid funds to pay for the tools and confirm that any balance not covered by financial aid is the responsibility of the student. Please contact the financial aid office for amounts available to you, forms and information. Charges and financial aid funds applied will appear on a student's statement, as described above.

#### Student Employment

Work-study awards may be made to students with remaining unmet need after all scholarships and grants have been considered. Late outside scholarships and monetary awards will reduce loan eligibility before affecting work-study. Students should contact the Financial Aid Office if they are interested in applying for a work-study position. Applications are available through Human Resources. Work-study earnings are paid to the student on the 1st and 15th of each month.

#### **Veterans Benefits**

Veterans benefits are certified by Lisa Kirmer; Vice President of Student Services. Contact her at Ikirmer@fhtc.edu, 620-341-1325. www.fhtc.edu/vet-services

#### **Additional Financial Resources**

Students are required to notify the Financial Aid Office of any additional financial resources (loans, scholarships, grants, waivers, vocational rehabilitation, etc.) received which are not listed on the Award Letter. These resources may cause adjustments and/or a reduction of the financial aid originally offered.

The Jones Foundation assists residents of Coffey, Osage and Lyon counties with educational costs. Visit jonesfdn.org for more information and application.

Kansas Works has educational assistance available for qualified applicants. Visit kansasworks.com for more information.

The Kansas Career Technical Workforce Grant is available for certain technical programs at FHTC. Visit kansasregents.org for more information and application. Application deadline is May 1st.

Additional scholarship information will be emailed to current students as opportunities are received by the financial aid office.

High School Seniors should check with high school counselors for additional local scholarship opportunities.

#### **Keep Records**

You should keep your account statements, receipts, financial records, award letters and enclosures until you graduate. These records constitute proof of payment and aid received. Student loan promissory notes and disclosure statements should be kept in a safe place until all loans are paid in full.

#### Your Address and Contact Information

It is critical that you have your correct permanent and local address on file with the FHTC Student Services Office. It is very important that FHTC has an accurate phone number as well. An incorrect address or phone number may cause delays and missed deadlines.

#### Financial Aid Return of Federal Funds Policy

When a recipient of a Federal Financial Aid withdraws from College during a semester in which the recipient has begun attendance, the College determines the amount of Federal Financial Aid that the student earned. The College returns the unearned portion of federal aid that was received on the student's behalf for payment of tuition, books and fees. The College notifies the student of the unearned aid the College was required to return and the amount of unearned aid the student must return. The student will owe the portion of aid the College was required to return (tuition, books, fees) and the portion of unearned aid the student received in their disbursement check.

#### Withdrawing

Financial aid recipients who withdraw or cease attending all of their classes prior to 60% of the term being completed are subject to the federal rules for the Return of Title IV Funds for any federal aid not earned. The percentage of unearned aid is equal to the total number of calendar days remaining in the term divided by the total number of calendar days in the term. The repayment amount is considered unearned aid that a student was not eligible to receive due to not completing the term, necessitating the repayment of funds. The college may have an obligation to repay funds that were paid directly to the student. If the college returns funds that were applied to the student's account, a balance due to the college by the student will result. Financial aid may not cover all unpaid institutional charges due to the college upon withdrawal. Failure to repay will prevent future enrollment at the college and release of transcripts.

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

- The student may repay the over-payment in full to the college; or
- The student may sign a repayment agreement with the college; or
- The student may sign a repayment agreement with the U.S. Department of Education (DOE). If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported immediately to the U.S. Department of Education and referred to them for collection.

#### **General Terms**

Academic Year: A period of time used to measure a quantity of study. Flint Hills Technical College's academic year consists of a summer, fall and spring semester.

Award Year: School year for which financial aid is used to fund a student's education. Generally, this is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year:

Consortium agreement: Consortium agreements are agreements between two colleges for the awarding of federal aid. You can obtain a copy of the form by contacting the Financial Aid Office at FHTC. You will need to attach a copy of the course schedule for the consortium college and return it to the Financial Aid Office (a copy of the FHTC schedule will be provided by the Financial Aid Office). Once you have completed the semester in which concurrently enrolled, the student will need to turn in a copy of the final semester grades for courses that were used to determine the student's enrollment status for Federal aid. You will not

receive subsequent disbursements of Federal aid until the grades are received in the Financial Aid Office. You will repeat the process for every semester of concurrent enrollment.

Cost of Attendance (COA): The total amount it will cost a student to go to school—usually expressed as a yearly figure. It is determined using rules established by law. The COA includes tuition and fees; a housing and food allowance; and allowances for books, supplies, transportation, and, if applicable, dependent care, costs related to a disability, personal and miscellaneous expenses, including an allowance for the rental or purchase of a personal computer. For students attending less than half-time, the COA includes only tuition and fees and an allowance for books, supplies, transportation, and dependent care expenses. Talk to the financial aid officer at the College if you have any unusual expenses that might affect your cost of attendance.

Default: Failure to repay a loan according to the terms agreed to when you signed a promissory note. In many cases, default may be avoided by submitting a request for a deferment or cancellation and by providing the required documentation prior to reaching the point in which you will be considered in default. The consequences of default are severe. Students who are in DEFAULT must contact the U.S. Department of Education to see how they can get out of default prior to receiving any federal financial aid.

Eligible Noncitizen: A U.S. national (includes natives of American Samoa or Swains Island), U.S. permanent resident (who has an I-151, I-551 or I-551C [Permanent Resident Card]), or an individual who has an Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services (USCIS) showing one of the following designations:

- "Refugee"
- · "Asylum Granted"
- "Cuban-Haitian Entrant (Status Pending)"
- "Conditional Entrant" (valid only if issued before April 1, 1980)
- Victims of human trafficking, T-visa (T-2, T-3, or T-4, etc.) holder
- "Parolee" (You must be paroled into the United States for at least one year and you must be able to provide evidence from the USCIS that you are in the United States for other than a temporary purpose and that you intend to become a U.S. citizen or permanent resident.)

If you meet the noncitizen criteria above, you are eligible to receive federal student aid. Some noneligible statuses are: family unity status, temporary residents or individuals with nonimmigrant visas (this includes those with work visas, and students, visitors, and foreign government officials). If you are unsure of your eligibility, please check with your school's financial aid office for more information.

Eligible Program: All programs leading to a Technical Certificate or Associate Degree at FHTC meet the U.S. Department of Education's requirements for an eligible program. To get federal financial aid, you must be enrolled in an eligible program.

Expected Family Contribution (EFC): The formula used to calculate your EFC is established by law and is used to measure your family's financial strength on the basis of your family's income and assets. The EFC is used to determine your eligibility for federal student aid. The Department of Education determines your EFC.

Financial Aid Award: The total amount of financial aid (federal and non-federal) a student receives.

General Education Development (GED) certificate: A certificate students receive if they have passed a specific, approved high school equivalency test. Students who do not have a high school diploma but who have a GED may still qualify for federal student aid.

Half-time: At schools measuring progress in credit hours and semesters, trimesters, or quarters, halftime enrollment is at least six semester hours or quarter hours per term. Half-time enrollment is not a requirement to receive aid from the Federal Pell Grant, FSEOG or Federal Work-Study Programs.

Regular Student: One who is enrolled in an institution to obtain a degree. Generally, to receive aid from the programs discussed in this college catalog, one must be a regular student.

Satisfactory Academic Progress (SAP): To be eligible to receive federal student aid, one must maintain satisfactory academic progress toward a diploma or degree. One must meet the College's written standard of satisfactory progress. Selective Service Registration: If required by law, one must register, or arrange to register, with the Selective Service to receive federal student aid. The requirement to register applies to males who were born on or after January 1, 1960, are at least 18 years old, and are not currently on active duty in the U.S. Armed Forces.

#### Financial Aid Satisfactory Academic Progress (SAP)

Flint Hills Technical College is responsible to both the public and its students to provide quality postsecondary education in an economical and efficient manner. This responsibility includes the obligation to require satisfactory academic progress from its students in return for the opportunity afforded them by a tax-supported college. Financial Aid Recipients must meet the following standards to maintain eligibility for student financial aid.

- I. GPA Minimum 2.0 cumulative GPA.
- PACE Students must successfully complete 66.66% of all hours attempted. This includes courses attempted even if financial aid was not received.
- 3. Maximum Time Frame Students must be able to complete their program of study within 150 percent of the credit hours required for their degree. In most cases an Associate Degree must be completed within 96 credit hours and a certificate must be completed within 48 credit hours.

Transcripts from all schools where a student received federal financial aid must be submitted to the financial aid office for evaluation. This includes General Education courses taken concurrently at other colleges and used for determination of enrollment status for which the student was paid federal financial aid. General education coursework completed prior to attending FHTC, which will be considered for degree completion at FHTC, must be transferred to the College and will be used to calculate the cumulative GPA. Any coursework completed prior to attending FHTC will be used to determine Satisfactory Academic Progress. Transcripts from all schools where a student received federal financial aid must be submitted to the financial aid office for evaluation.

#### Federal Guidelines

- Federal guidelines require that financial aid recipients maintain Satisfactory Academic Progress (SAP) in order to remain eligible for Title IV Federal Financial Aid (Federal Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Stafford Loan (subsidized and unsubsidized), & Parent Loan.
- SAP is also required for the State of Kansas programs.
- The SAP policy for students receiving financial aid must be at the same level as for students not receiving aid and it must be applied consistently.
- The policy includes both a qualitative measure (cumulative grade point average-CG PA) & a pace (quantitative) measure including maximum hours for degree completion.

#### Financial Aid Warning

Students will be placed on warning if:

- The student's cumulative grade point average falls below 2.0.
- The student's completion rate is below the accepted level of

- 66.66% per semester and/or cumulatively (financial aid recipients only).
- The student was previously suspended from receiving financial aid and has been readmitted to the College.

#### Financial Aid Ineligibility

Students will be placed on ineligibility if:

- The student's cumulative grade point average falls below 2.0 for the two most recent terms.
- The student's semester and/or cumulative completion rate falls below the accepted level of 66.66% following a probationary term (financial aid recipients only).
- The student's term grade point average falls below .8 for the most recent term of enrollment. Students do not need to have a cumulative grade point average less than 2.0 for this to be enforced.
- The student was readmitted on probation and the cumulative grade point average falls below 2.0 for the most recent term.
- The student exceeds 150% of the number of credits required in a program of study. (I year program = 2 years; 2 year program = 3 years)

#### Notification of Financial Aid Warning and Ineligibility

Students will receive notification of financial aid warning or probation from the Financial Aid Office.

#### Length of Financial Aid Ineligibility

Students placed on financial aid ineligibility for the first time will be ineligible for one academic term. The student will need to complete one semester or 12 credit hours at their own expense in order to regain eligibility.

Students on ineligibility for the second or subsequent time will be ineligible for one academic year. After being placed on financial aid ineligibility for a second or subsequent time, the student will need to complete the equivalent of two full-time semesters or 24 credits hours at their own expense in order to regain eligibility.

#### Appealing Financial Aid Ineligibility

Students who wish to appeal ineligibility must provide a written appeal to the Appeals Committee within ten business days of the date of the notice of ineligibility. The written appeal should be supported by documentation including explanation of the situation(s) that may warrant an appeal (i.e. family member's death, student's illness or injury or other special circumstance). The student must explain why they failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress during the next enrollment period. The Appeals Committee consists of the Financial Aid Officers and the Vice President of Student Services. Within ten business days of receiving the appeal, the committee will make a decision regarding the appeal and notify the student in writing of the decision. The committee's decision shall be final. An approved appeal places a student on financial aid probation for the next period of enrollment.

#### **Financial Aid Probation**

If a student's appeal is granted the student will be placed on financial aid probation for the next period of enrollment. The student must maintain satisfactory academic progress during the period of enrollment by successfully completing at least 66.66% of the courses in which the student is enrolled and maintaining a 2.0 cumulative grade point average. The student may be required to adhere to an academic plan throughout the period of enrollment and during the probationary period. The academic plan will be developed by the Vice President of Student Services in conjunction with the student. If the student is able to maintain satisfactory academic progress during the probationary period the student will be in good standing for financial aid. If the is not able to maintain satisfactory academic progress during the probationary period the student will become ineligible for financial aid.

#### **ASSESSMENT**

Flint Hills Technical College is committed to students at all levels of our institution. External and internal tools are utilized to determine the extent of student learning, workforce preparedness, and satisfaction related to all elements of the student experience.

The goal of any well-designed institution wide assessment process is to identify the elements of instruction, service, and student preparation that are consistently effective; as well as, identify those areas that over time indicate a need for attention or improvement. It is important to note that when best practices based on statistical evidence indicated by valid data is identified and shared institution-wide, all students and stakeholders benefit. Flint Hills Technical College employs a variety of assessment tools to meet these goals and it is an ongoing, continuous process.

# STUDENT RIGHTS AND RESPONSIBILITIES

#### **Student Computer Accounts**

Each student enrolled at Flint Hills Technical College will receive a student computer account. This account may be used to log into campus computers, student email and online courses. Information regarding enrollment, graduation, student activities, financial aid, etc. will be sent to students via email.

Students are responsible for checking their FHTC email accounts on a regular basis. Students can obtain their email account through the Reeble Student Success Center. Students having trouble with their student computer accounts can receive help in the Reeble Student Success Center.

#### **Absences and Tardies**

Students are encouraged to attend classes every day to receive the maximum benefit from their instructional program. FHTC realizes that, due to the circumstances beyond the student's control (i.e., illness, a death in the family), daily attendance is not always possible. Absences and tardies are recorded each day, regardless of the reason. For purposes of taking attendance, there is no excused or unexcused absence or tardy. Each department applies its own system, explained in each course syllabus, which may factor absences and tardies into the student's daily and/or final grade and maintaining enrolled status in the program. Students are advised to visit with instructors regarding the grading and attendance systems used by the department in which the student is enrolled. Students will find course specific attendance requirements in each course syllabus.

#### Online Attendance Policy

In order to improve student learning and retention, as well as to achieve compliance with federal financial aid policies, Flint Hills Technical College requires regular, substantive interaction between faculty and students for online courses. Instructors are required to monitor and track student attendance. An online course is considered as "meeting" at least once a week. Students are required to "attend" an online course through communication or submission of some work, as defined by the course instructor, every 7 days. Students who do not communicate or submit work at a minimal level as determined by the instructor for one full week (that is, for one 7-day period) will be counted as absent for that week. Students are advised to visit with instructors regarding the grading and attendance systems used by the department in which the student is enrolled. Students will find course specific attendance requirements in each course syllabus. When a student is administratively withdrawn, the College will adhere to the parameters in the Adding a Course/Withdrawing from a Course Policy. Students will be notified in writing that they have been administratively withdrawn and must apply for readmission before continuing the class. Readmission must be accomplished in coordination with the Dean of Enrollment Management, Vice President of Student Services and the appropriate Division Chairperson, who will jointly determine, following consultation with the student's instructor(s) and advisor, whether the student qualifies for readmission. In all cases involving non-attendance the Financial Aid Office will be notified of the student's date of last attendance in order to return unearned financial aid in accordance with federal financial aid regulations.

#### Student Conduct

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

#### **Probationary Status**

A student may be recommended to the administration for probationary status by the student's instructor or the Chairperson of the division in which the student is enrolled. A student may also be placed on probation at the discretion of the administration. Students may be placed on probationary status for any of the following reasons:

- 1. Academic probation: The student's GPA falls below 2.0.
- Conduct probation: In the view of the College officials, the student's conduct is unacceptable, but not serious enough to warrant suspension or expulsion.

A student's failure to satisfy the conditions of probation may result in the student's suspension, expulsion, administrative withdrawal and/ or ineligibility for re-enrollment as determined by the administration, following consultation with the student's instructor and the Division Chairperson.

#### **Academic Probation**

The Vice President of Student Services reviews term and cumulative GPAs for each student at the end of each semester. Any student who has a cumulative GPA below 2.0 is sent a letter notifying the student that they are being placed on academic probation. The student is also notified in the letter that they have one semester to bring their GPA up to at least a 2.0. If the student is unable to bring their GPA up to a 2.0 after one semester the student will have to repeat courses in order to raise their cumulative GPA to at least 2.0. The student is notified in the letter that they must have a cumulative GPA of at least 2.0 and no courses with a grade of "F" in order to graduate.

Students that have a 2.0 cumulative GPA but received a GPA below 2.0 for the semester and at least one grade of "F" are sent a letter of warning. The letter explains that the student must have a cumulative GPA of 2.0 and no grades of "F" in order to graduate from FHTC. Copies of the letters sent to students are given to the student's instructor(s) and Division Chair. Exceptions to academic probation and the repetition of courses can be made depending on the student's individual situation and recommendation from the instructor(s). Any exceptions must be approved through the Dean of Instruction.

#### **Conduct Probation**

An instructor or Division Chairperson recommends a student to the Administration for conduct probation. Upon recommendation, the Vice President of Student Services consults with the program instructor(s), reporting employee and Chairperson of the division in which the student is enrolled. After review of the conduct policy a determination is made regarding conduct probation. A student placed on conduct probation is asked to meet with the Vice President of Student Services, program instructor(s) and Chairperson of the division in which the student is enrolled. The student receives a Conduct Probation form that outlines

the concerns and charges against the student, the basis of the charges and the probation conditions.

The student has an opportunity to respond to the charges. The Vice President of Student Services explains the consequences of violation of the probation conditions, which could result in short-term suspension or expulsion.

#### Suspension and Expulsion

The administration may suspend or expel a student who is found guilty of any of the following:

- I. Violation of the terms of probation.
- 2. Willful violation of any published College regulation for student conduct.
- 3. Conduct that substantially disrupts or interferes with the operation of the College.
- 4. Conduct that substantially invades the rights of others.
- 5. Conduct that results in the conviction of the student for any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statutes of the United States.
- 6. Disobedience of an order from an instructor, peace officer, or other College authority, when such disobedience can reasonably be expected to result in disorder or interference with the operation of the College or the rights of others.

#### Suspension and Expulsion Procedures

A student who is suspended or expelled shall be afforded an opportunity for a hearing. If a hearing is not held prior to a short-term suspension (not exceeding five class days), an informal hearing shall be provided no later than 72 hours after imposition of the suspension.

Written notification of a short-term suspension, including the reason(s) for the suspension, shall be given to the student. Before a student is given a long-term suspension (not to exceed 90 class days) or expelled, a hearing shall be conducted. The student shall be given written notice of the time, date and place of the hearing, and provided an opportunity to be represented by counsel and to bring witnesses to present information pertinent to the case. At the conclusion of the hearing, the person or committee conducting the hearing shall prepare a written report and the findings required by law. Records of the hearing shall be provided to the student. Failure of the student to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

#### Administrative Withdrawal

A student can be administratively withdrawn by a FHTC administrator when one of the following conditions exist:

- 1. The student has been expelled from FHTC, regardless of the reason.
- 2. The student fails to satisfy financial obligations to the College.
- 3.The student has not satisfied minimum academic standards of a program of study and is not permitted to continue classes.

When a student is administratively withdrawn, the College will adhere to the parameters in the Adding a Course/Withdrawing from a Course policy.

#### Readmission

Students seeking readmission must comply with all entrance requirements of the College, including any new general or program-specific admission requirements. If the student did not complete the course(s) in which they were enrolled, the Adding a Course/ Withdrawing from a Course policy will apply regarding final grades.

All grades recorded on the student's transcript, for any semester, will remain a part of the student's permanent record and will be used to calculate the student's cumulative grade point average. Students wishing to resume classes, after being expelled or administratively

withdrawn, must apply for readmission by completing an Application for Readmission. The decision to readmit students will be based on the student successfully meeting all requirements imposed by the College for eligibility for readmission and the suitability of the student returning to school as determined by Flint Hills Technical College faculty and in consultation with administration.

#### **Overload Policy and Petition**

An academic or credit overload occurs when a student registers for more than twenty (20) credit hours in the fall or spring semesters and nine (9) credit hours in the summer. A student may request an overload up to a maximum of twenty-three (23) credit hours in fall and spring semesters and maximum of fourteen (14) credit in the summer with appropriate approval. Overload requests must be submitted prior to the beginning of the fall and/or spring semesters for which they are requesting approval for an overload. Exemption: Computerized Machine Tool Engineering: Students may enroll in up to twenty-one (21) credit hours. For approval to exceed twenty (20) credits in the spring and/or fall semesters and nine (9) credits in the summer; the student must complete the "Overload Request" form available from the Dean of Enrollment Management. To qualify for an overload, students must meet the following requirements:

- Complete the overload request form
- Meet with academic advisor/program director or instructor
- Meet with the Dean of Enrollment Management
- Have a minimum GPA of 3.0 or above

Upon completion and approval by the Vice President of Instructional Services, the student may enroll in additional courses up to the maximum credit hours authorized.

#### **Academic Amnesty**

Academic Amnesty is designed to allow students with an initial experience at FHTC with less than desired performance the opportunity to exempt one semester of grades awarded by FHTC from their GPA; grades from all other institutions will not be considered in the forgiveness plan. Flint Hills Technical College allows a student to retake a course or courses and have the higher grade count in the GPA. While this retake helps many students, it completely misses the needs of students who initially attempt a program that proves too difficult or students with a bad start for a variety of reasons.

This policy would allow for these individuals to have one semester of poor grades removed from the GPA but would still remain on the transcript with a special notation. An Academic Amnesty Review Committee (AARC) comprised of the VP of Instructional Services, VP of Student Services and the Program Division Chair or Program Instructor will evaluate each application.

#### Amnesty Criteria:

- A student may request Academic Amnesty once during his/her tenure at FHTC for one semester of course work.
- Any academic probation and/or dismissals from the forgiven term or courses will not be accepted for amnesty. A student who was academically dismissed must go through the usual reinstatement process.
- Any punitive grades awarded as the result of academic dishonesty will not be forgiven.
- Academic forgiveness does not apply toward eligibility for financial aid.
- Individuals making the request will be on academic probation until he/she has demonstrated satisfactory academic progress and attendance.
- Not all divisions or programs may grant Academic Amnesty. It is
  the responsibility of the individual making the application request to
  make inquiry regarding programs exempted from this policy prior
  to readmission to FHTC.

- Health and Human Services Division does not allow for use of the Academic Amnesty Procedure.
- After two consecutive years of non-attendance, a student may request Amnesty after readmission to a technical program at FHTC
- The request must be made in writing using the Academic Amnesty application form prior to the midterm of the second semester after readmission and submitted to the Dean of Enrollment Management's office. The request will be reviewed by the Academic Amnesty Review Committee after the student has completed 15 credit hours and earned a GPA of at least 2.75. All applicants must meet with the AARC for a formal interview.
- The determination of this Committee will be final.
- Upon approval of the request, grades from the selected semester will be removed from the student's GPA but will remain on the official transcript designated with a special code for Academic Amnesty.
- Academic Amnesty does not apply regarding consideration for the National Vocational Technical Honor Society (NVTHS). All grades on the transcript will be considered to determine student eligibility for NVTHS.
- Academic Amnesty does not apply in determining eligibility for honors student status as an FHTC graduate. All grades on the transcript will be used to determine student honor status.

#### Student Leave of Absence Policy

A student may apply for a leave of absence. The criteria for applying are as follows: Student must currently be enrolled in three (3) or more credit hours, seeking a technical certificate or an Associate Degree. One of the following extenuating circumstances must apply:

- I. A serious injury or illness to self, spouse or child (including custodial parents). Serious is defined as debilitating, life threatening, or longterm care.
- Death of an immediate family member, spouse or child. If you are a dependent student then your immediate legal guardian would apply.
- 3. Pregnancy

The student must be incapacitated for no more than 180 calendar days. The student must have the intention of returning the first semester after their leave of absence ends or is terminated.

An institutional committee will make the determination upon receipt of the application for the leave of absence. The committee will determine the eligibility, length, and acceptability of the application. All requests must include the proper documentation, i.e. doctor's statement, funeral program, etc. The committee will include the Vice President of Student Services, Dean of Instruction, Dean of Enrollment Management, and two faculty members (one of whom should be the program instructor or Division Chairperson).

The student is then required to apply for readmission to the institution if their leave of absence takes place over two semesters; and the student needs to return on the third semester. If a student re-enrolls before their leave of absence has expired or the following semester; the student does not have to apply for readmission to the institution.

Please note, the student will not be able to apply for or receive financial aid during their leave of absence. Upon return to the institution, the student must complete the number of credit hours, previously enrolled, to satisfy the leave of absence. No additional charges will be imposed while the student is completing those hours and no federal aid will be awarded. Once the student has satisfactorily completed the leave of absence requirements, they may enroll the following semester and apply for financial aid at that time. If the student fails to resume attendance following the leave of absence, the student must be treated as a withdrawal. In that case, the date the student began the leave of absence will be the student's withdrawal date for the Return of Title IV Funds

(R2T4) calculation. The R2T4 calculation will be performed and federal funds will returned, if necessary, based on that calculation.

#### Filing a Complaint

Students have the right to be heard and their complaints acted upon if and when they feel that decisions made or actions taken are unfair, unreasonable or discriminatory. Students should first seek relief with their instructor. If unsuccessful, students are encouraged to take their complaint to their Division Chairperson. If unsuccessful after visiting with their Division Chairperson, students are encouraged to seek assistance from the Academic Advisor/ Counselor and, if no relief is found after visiting with the Academic Advisor/Counselor, from the Vice President of Student Services. Official complaint forms can be obtained in the Reeble Student Success Center or on the FHTC website.

Otherwise, a student may file a complaint with the President regarding an employee, rule or regulation. The complaint must be filed in writing within 20 calendar days following the act or event from which the report arose. The written complaint must contain specific details regarding the incident, employee or school regulation, which is being protested. The President will respond to a complaint, which has been appropriately filed and provide a time line for official response. The official response will be given to the student in writing.

If a student does not accept the President's official response, the student has the option of proceeding to the Board of Trustees. The complaint must be filed in writing to the Clerk of the Board within 10 days after the official response from the President is first received. The Clerk of the Board will respond to a complaint, which has been appropriately filed, within 10 days of receiving the written complaint filed with the Clerk of the Board. The Clerk of the Board will provide a timeline for official response from the Board of Trustees. Board members may choose to invite the student to an executive session in order to gain further information. The official response of the Board of Trustees will be given to the student in writing. The Board's decision shall be final.

#### Scholastic Honesty

It is the assumption that all students attending FHTC have learning as a primary objective. To that end, FHTC expects students to perform with integrity and in an ethical manner. Therefore, any form of scholastic dishonesty is considered a violation of the basic ethical premise and is counter to the educational goals of the student and the college. Any confirmed student dishonesty in course work or examination will result in the student receiving no credit for the work or the examination and may result in a grade of "F", suspension and/or dismissal from the course or College.

A violation includes, but is not limited to:

- I. Cheating on examinations.
- 2. Plagiarism, which is defined as the use of another's work in any form without proper documentation or citation.
- 3. Giving unauthorized assistance to another during an examination.
- 4. Falsifying academic records.
- 5. Obtaining or attempting to obtain copies of tests or test questions.

Students charged with scholastic dishonesty have the right to appeal any action or decision by completing a Scholastic Dishonesty Appeal Form (available in the Reeble Student Success Center or on the FHTC website). The Scholastic Dishonesty Form will be reviewed by the instructor, Division Chairperson and Vice President of Instructional Services. A written response will be given to the student within 10 calendar days of receiving the report.

#### **Campus Security**

Everyone has the right to attend college in a safe and secure environment.

To insure this fundamental right, the Flint Hills Technical College needs your help. Safety and security are everyone's responsibility; familiarize yourself with recommended security and prevention methods. Flint Hills Technical College works in conjunction with the Emporia and Lyon County law enforcement agencies on an annual basis to gather calendar years statistical information regarding crime on campus, at branch campuses, in or on a non-campus building or property involving Flint Hills Technical College students or staff during FHTC related activities or events.

Data is compiled during January of each year and the Campus Security Report is updated and distributed to all current students and employees in February of each year. The Campus Security Report is created on an annual basis and made available to all prospective students, current students, college staff and the community. The Campus Security Report is distributed to all students and employees each fall and spring semester via email.

#### **Security Policies**

Flint Hills Technical College policies are designed to insure the students, staff and all property are protected at all times from possible damage or injury, outside intrusion or disturbances occurring on campus grounds or in campus buildings.

#### Dismissal of Students and Staff During a Crisis

FHTC may dismiss students, and possibly staff during a crisis. The President of the College, or designee, has the authority to dismiss students at any time deemed as necessary. FHTC does not dismiss school prior to the regular dismissal times in the event of severe weather except when specifically authorized by the President of the College or designee. FHTC has no authority to prevent adult students from leaving campus. However, all students will be asked to stay and report to designated safe areas in the event of a crisis. During a crisis adult students are asked to inform their instructor or some other school official before leaving campus.

#### **Building Evacuation Plan**

Evacuation of FHTC buildings and/or premises may be required in the event of, or suspicion of: armed assailant; bomb threat; explosion threat; fire threat; interior chemical contamination; natural gas leak threat or riot threat. Evacuation will be signaled by sounding of the FHTC fire alarm and/ or by telephone except in the case of a natural gas leak threat. In the case of a natural gas leak threat, do not pull the fire alarm or utilize the telephone. Students and visitors will be notified that evacuation is required. Move quickly and safely out of the designated exit for your room to the designated safe area (as indicated on the Evacuation Plan map outside of every classroom/lab/office).

#### Building Lockdown During a Crisis

A crisis situation may arise when it is prudent to lock FHTC buildings while still occupied. The purpose for this action would be to protect students and staff by preventing entrance into building and program areas by person or persons identified as dangerous. Lockdown procedures may be implemented in an event such as a civil disturbance, a hostage situation, or sniper fire. The President of the College, or designee, has the authority to initiate a lockdown at any time deemed necessary. Notification to initiate lockdown procedures will be given via courier, text message, computer notification or by telephone. FHTC has no authority to prevent adult students from leaving campus. However, all students will be asked to report to designated safe areas. Cooperation from all students is vital. If lockdown is required, students are asked to move quickly to the designated safe area and not leave that area until instructed to do so.

#### **Building Shelter Plan**

Taking shelter in FHTC buildings and /or premises may be required in the event of or suspicion of a civil defense threat; exterior chemical contamination or severe weather threat. A shelter area is located in the Main Building in the Division of Health and in the Technology Building in the West hallway. The need to take shelter may be signaled by the sounding of the Emporia civil defense sirens and/ or by telephone.

#### Campus Crime Reporting

Except in extreme circumstances, students and staff should notify a College administrator if the police department needs to be contacted. The administrator will place the call to the proper authorities. Once a College administrator has been contacted regarding suspicious acts, criminal actions or other emergencies occurring on campus, a warning report will be issued to members of the campus community in a timely fashion if administration and the appropriate authorities believe that the suspicious acts, criminal actions or other emergencies could place the campus community in danger:

a. no later than the next scheduled day of classes if there is no immediate danger to the campus community or;
b. as soon as possible if there is imminent danger to the campus community.

#### **Registered Sex Offender Information**

The federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate county and state officials notice of each institution of higher education in that state at which the offender is a student. In accordance with Kansas State Statute 22- 4904 ("Registration of Offender"), convicted sex offenders in Kansas must register with the county sheriff within 3 days of establishing permanent or temporary residence. The Kansas Bureau of Investigation makes information concerning the presence of registered sexual offenders available to local law enforcement officials and the public. It is then the responsibility of the county sheriff or the municipal police chief to make required notification to all community members of the presence of registered offenders in a manner deemed appropriate by the sheriff or police chief.

It is the responsibility of the county sheriff to notify institutions if an offender or predator is enrolled, employed or carrying on a vocation at the college. Any member of the FHTC community who wishes to obtain further information regarding sexual offenders on campus may refer to the KBI website searchable database. The KBI searchable database may be used to find all registered sex offenders in any city, county or ZIP code in the state.

# EQUAL OPPORTUNITY, HARASSMENT AND NON-DISCRIMINATION

#### Sexual Violence/Sexual Misconduct

A primary concern of the Flint Hills Technical College (FHTC) is the health and well-being of each student and employee; therefore, FHTC is committed to creating a community that is free from acts of sexual violence. The Sexual Violence/Sexual Misconduct Policy complies with the Title IX of the Education Amendments Act of 1972 and the Campus Sexual Violence Elimination Act (section 304(a)(5) of the Violence Against Women Reauthorization Act of 2013, known as the "Campus SaVE Act" Sexual violence includes any unwanted, unwelcome, forceful or coercive sexual contact.

Sexual assault, as defined for purposes of this policy and procedure, is a crime. Degrees of sexual assault range from unwanted or coercive sexual contact to forced or coerced sexual penetration (Kansas State

Statutes: 21-3517 and 21-3518). Acts of sexual assault are not tolerated at FHTC.

A victim/survivor of a sexual assault has the right to pursue legal proceedings against any alleged offender through criminal and/or civil court. A victim/survivor of a sexual assault has the right to pursue disciplinary action through FHTC in accordance with the Student Conduct Policy and the Suspension and Expulsion Policies and Procedures. This can include expulsion from FHTC and/or criminal prosecution. In the event the alleged assailant is an employee of FHTC, that employee, if found to have perpetrated such acts, will be subject to disciplinary actions which could include termination and/or criminal prosecution.

#### **Definition of Sexual Assault**

Sexual contact without consent is sexual assault. Outside of rape, sexual contact is outlined as touching, fondling, or grazing another person's genitals or breasts without acquiring consent. Sexual contact is also considered touching, fondling, or grazing any part of another individual's body with your own genitals or breasts without consent. Consent constitutes a fully functional adult giving approval for sexual contact. Coercion, intimidation, or forcing sexual contact is not consensual and is considered sexual assault.

#### What Constitutes Sexual Assault

Forced:

- I. If an individual forcibly touches your genitals, your breasts, or rear-end even after you said, "No," that is sexual assault.
- 2. The same is true of sexual intercourse or penetration of any form.
- 3. If you did not give consent, it is sexual assault.
- If weapons such as guns or knives are used in rape and/or sexual contact.
- If your attacker has a partner, who aids them in raping you or achieving sexual contact.
- If you are drugged via alcohol or in any other way rendered unconscious prior to a sexual assault or any other unwanted sexual contact.

Coercion: If an individual in authority claims he/ she will take actions against you unless you allow unwanted sexual contact or sexual intercourse. For instance, a teacher threatens or implies to threaten to fail you in their class or give you a bad grade unless you have sexual intercourse with them or allow them to touch you in a sexual manner: Individuals in authority include but are not limited to: employers, parent(s), teachers, law enforcement officers and doctors.

Intimidation: Intimidation is the act in which one individual instills fear in another individual or group. Individuals known to intimidate include: bosses, law enforcement officers, and even individuals you may feel are your friends. Sexual assailants often use intimidation to achieve sexual contact or sexual intercourse with their victims. Some intimidating threats used by these offenders include but are not limited to:

- 1. Threatening bodily harm or death of you or persons close to you.
- Release of personal information or photographs that may harm you mentally or emotionally.
- Release of false information that may result in job loss or other occurrences detrimental to your livelihood.

#### Anti-Harassment/Sexual Violence - Students and Employees

Harassment is any action prohibited under State and Federal Statutes VII, IX, and Section 504 of the Rehabilitation Act. It further includes all forms of sexual harassment, racial/cultural slurs, verbal abuse, and verbally offensive language which are forms of discrimination under Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e seq.

Flint Hills Technical College expressly forbids harassment of students

and employees because of age, race, creed, gender, color, religion, ancestry, disability, medical condition, sexual orientation, national origin, veteran status, political affiliation, marital status, status with regard to public assistance or other protected group status. Flint Hills Technical College will not tolerate harassing conduct that negatively affects a person's employment status or student's grades, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working or classroom environment. Further, no person in any of these groups will be denied the benefits, or be subjected to discrimination under any program or activity, or in regard to any employment procedures or practices. All employees and students should clearly understand that, even in mild forms, harassment or sexual violence may carry penalties up to and including termination or expulsion.

#### Sexual Harassment as Sexual Assault

- 1. Threats to sexually contact another individual.
- 2. Using suggestive language in a sexual nature.
- The display of pornographic, suggestive, or other sexually explicit pictures or materials.
- 4. Usage of degrading language such as referring to a person with whom you are not romantically involved as "Babe" or other inappropriate names.
- Offering favors in exchange for sexual activity including that which is consensual.

#### Reporting Sexual Assault

FHTC strongly encourages persons who have been sexually assaulted to report the assault, to seek assistance, and to pursue judicial action for their own protection and that of the entire campus community. When conducting the investigation, the College's primary focus will be on addressing the sexual assault and not on other College policy violations that may be discovered or disclosed. Anyone who has been sexually assaulted may choose to pursue both criminal prosecution and made apprised of College disciplinary processes. To preserve evidence for the option of pursuing criminal prosecution or College internal disciplinary processes, a person should report the sexual assault to the College and/or the local police. However, the College recognizes that a person who has been sexually assaulted retains the right not to pursue either criminal prosecution or a College disciplinary hearing. Choosing not to pursue College or criminal action, however, does not remove the responsibility of the College to investigate and/or take action.

Anonymous Reporting: The College recognizes that a person who has been sexually assaulted may choose not to report the crime to a limited confidential source or a privileged source. In those situations, the College allows an individual who has been sexually assaulted to file an anonymous report which allows the reporting person time to decide what course of action they want to take and also allows the crime to be counted in the campus crime statistics. Please note that even with anonymous reports, the College has an obligation to investigate; however, anonymous reporting may limit the ability to conduct an effective investigation.

Timely Reporting/Crisis Assistance: The College supports and encourages anyone who has been sexually assaulted to report the incident to the reporting source of their choice. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis counseling, and immediate police response. However, those who delay reporting can report the incident at any time, understanding that this may rule out the collection of physical evidence.

#### Responsibility of Confidentiality

When a report of sexual assault is made, both the accused and the accuser, and all identified witnesses who are named in the investigation, will be notified of the College's expectation of confidentiality. Breaches of confidentiality or retaliation against: the person bringing the report;

any person assisting with the investigation; or the person or individuals being charged with the report; will result in disciplinary review. The College will make all reasonable efforts to maintain the confidentiality of parties involved in sexual assault investigations.

#### Medical Care/Emergency Room Examination

Any person who has been sexually assaulted may go directly to the emergency room of any local hospital for medical attention. An individual who has been sexually assaulted is urged to seek medical evaluation as soon as possible. Newman Regional Health is the hospital located in Emporia at 1201 West 12th Avenue. No information will be disseminated between the hospital and College.

#### **Anti-Stalking Policy**

In order to ensure that college students and employees are provided healthy education and work environments, Flint Hills Technical College (FHTC) is determined to provide a campus atmosphere free of violence for all members of the campus community. For this reason, FHTC does not tolerate stalking and will pursue the perpetrators of such acts to the fullest extent possible. FHTC is also committed to supporting victims of stalking through the appropriate provision of safety and support services. This policy applies equally to all members of FHTC's community: students, faculty, staff, contract employees, volunteers, and campus visitors.

Stalking incidents are occurring at an alarming rate on the nation's college campuses. It is a crime that happens to men and women of all races/ ethnicities, religions, ages, abilities, sexual orientations, and sexual identity. It is a crime that can affect every aspect of a victim's life. Stalking often begins with phone calls, emails, social networking posts and/or letters and can sometimes escalates to violence.

Stalking is a crime in Kansas and is subject to criminal prosecution. Students perpetrating such acts of violence will be subject to disciplinary action. This can include expulsion from FHTC and/or criminal prosecution simultaneously.

#### Definition of Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Course of conduct is defined as "a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct."

#### Stalking Behaviors

Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Use of online, electronic, or digital technologies, including:
  - Posting of pictures or information in chat rooms or on Web sites
  - Sending unwanted/unsolicited email or talk requests
  - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
  - Installing spyware on a victim's computer
  - Using Global Positioning Systems (GPS) to monitor a victim
  - Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
  - Surveillance or other types of observation including staring, "peeping"
  - Trespassing
  - Vandalism
  - · Non-consensual touching

- Direct verbal or physical threats
- Gathering information about an individual from friends, family, and/ or co-workers
- Threats to harm self or others
- $\bullet$  Defamation lying to others about the victim

#### Reporting Stalking

FHTC encourages reporting of stalking incidents to law enforcement authorities. The College respects that whether or not to report to the police is a decision that the victim needs to make. The Vice President of Student Services, Dean of Enrollment Management and Academic Advisor/Counselor, and Director of Human Resources are available to inform victims of the reporting procedures and offer appropriate referrals. Victims of stalking choosing to pursue the reporting process have the right to assistance or consultation of an advocate. FHTC offers services to victims even if they choose not to report the incidents. The Vice President of Student Services or Director of Human Resources provides referrals, advocacy, and information for victims in a safe, supportive, and confidential setting. In some circumstances, a victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. Victims may also seek restriction of access to the College by non-students or non-employees in certain circumstances.

#### Reporting Options:

- Filing a criminal report with law enforcement authorities
- Filing a college report or report of Student Conduct violations
- Filing a confidential or anonymous report
- Filing a third-party report

In certain instances, FHTC may need to report an incident to law enforcement authorities. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the victim and the campus community or other situations in which there is clear and imminent danger, and when a weapon may be involved. However, it is crucial in these circumstances to consult with the Vice President of Student Services, the Director of Human Resources or another administrator, since reporting may compromise the safety of the victim. Personal safety concerns are often very important for stalking victims. Crisis intervention and victim safety concerns will take precedence.

#### Safety For Victims of Stalking

FHTC is committed to supporting victims of stalking by providing the necessary safety and support services. Student victims of stalking are entitled to reasonable accommodations. Due to the complex nature of this problem, the student victim may need additional assistance in obtaining one or more of the following areas:

- No-contact order
- Services of a student victim advocate
- Witness impact statement
- Change in an academic schedule
- The imposition of an interim suspension on the accused
- The provision of resources for medical and/or psychological support

For assistance obtaining these safety accommodations, please contact the Vice President of Student Services or Director of Human Resources. If safety is an immediate concern, encourage the victim to contact local law enforcement.

#### Stalking Victim Rights

Students on our campus have the right to live free of behaviors that interfere with students attaining their educational goals. Students who report stalking have the right to:

- Treatment with dignity and respect, not subjected to biased attitudes or judgments
- Not having past and irrelevant conduct discussed during any resulting proceedings

- Changes in academic programming, if deemed appropriate by FHTC administration
- All support services regardless of the choice to file a school or criminal report
- Submission of a written account of the incident and a victim impact statement
- Having a person of choice, including legal counsel or an advocate, present throughout the proceedings
- Having one's identity protected
- Victims can request immediate transfer of classes, subject to administration's approval and availability, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant. The College will make reasonable efforts to accommodate such requests.

#### Rights of Accused

Students accused of stalking behaviors have rights on this campus. Those include:

- The right to know the nature and source of the evidence used in the hearing process
- The right to present witnesses and material evidence relevant to the case
- The right to an advocate or attorney to aid in the preparation and presentation of the case
- Referrals to community resources when appropriate.

#### **Dating Violence Policy**

A primary concern of the Flint Hills Technical College (FHTC) is the health and well-being of each student; therefore, FHTC is committed to creating a community that is free from acts of Dating Violence. Not unlike Domestic Violence, Dating Violence is controlling, abusive and aggressive behavior in a romantic relationship. It occurs in both heterosexual and homosexual relationships and can include verbal, emotional, physical, or sexual abuse, or a combination of these. Abusive partners may use a combination of the following tactics to control, manipulate and abuse a partner:

- Physical Hitting, pinching, shoving, restraining, destroying property, choking, threats of harm
- $\bullet$  Sexual rape, sexual abuse, or any coercion or manipulation of a partner to engage in sexual behaviors
- Emotional insults, name-calling, yelling, threats, stalking, extreme jealousy, humiliating a partner in public or private, isolating a partner from friends or family, threatening to "out" a partner who is gay, lesbian or transgender, making someone account for their time, threats to harm themselves

Dating abuse occurs in all socioeconomic, racial, ethnic and religious groups.

#### Dating Violence-FHTC Policy and Kansas Law

Kansas has laws against Dating Violence behaviors such as sexual assault, domestic violence, and stalking. However, the specific term "dating violence" is not used specifically in these laws. Any and all forms of "Dating Violence" will not be tolerated on FHTC's properties or at FHTC events. Any reported will be addressed by the Vice President of Student Services or Director of Human Resources within 48 hours, if feasible. A determination will be made on a case by case basis as it pertains to whether the incident of Dating Violence falls under current FHTC Sexual Assault, Domestic Violence or Anti-Stalking policies. The appropriate criteria of those policies will be the basis of the review and investigation of Dating Violence incidents.

#### **Domestic Violence Policy**

Flint Hills Technical College (FHTC) will respond effectively to the needs of victims of domestic violence and take appropriate actions to keep students and employees safe from domestic violence related

incidents to the fullest extent possible without violating any applicable rules, regulations, statutory requirements, and/or contractual obligations. FHTC will investigate an act(s) of domestic violence occurring on the campus, whether or not an official report has been received. The Vice President of Student Services, Dean of Enrollment Management, Academic Advisor/ Counselor, Director of Human Resources, and local agencies are available to support those in need of assistance concerning domestic violence.

#### Workplace Safety Plans

In accordance with applicable policies and procedures, FHTC will:

- Make students and/or employees aware of their options and available resources
- Help students and/or employees safeguard each other
- Encourage student and/or employees to report domestic violence to designated officials.

The Vice President of Student Services is the designated liaison between the college and all available outside resources jurisdictionally, with the Director of Human Resources playing an active role in community resources. FHTC maintains emergency response procedures for contacting law enforcement agencies when appropriate, and provides students and/or employees with clear instruction on the steps to take if students or employees observe anyone engaging in threatening behavior. The Vice President of Student Services or Director of Human Resources will discuss the limitations on confidentiality under Kansas law with victims of domestic violence. To protect all students, employees, and the victim, the college will take actions to assist in mitigating the reoccurrence of domestic violence on campus. Assistance may include, but is not limited to:

- Advising faculty (if an employee, their coworkers) and others as applicable on a need-to-know basis (i.e. Deans/ Department Heads and/ or administration) of the situation
- Temporarily relocating the victim to a secure area (if possible)
- Providing options for voluntary transfer or permanent relocation to a new campus or work site (if feasible)
- Escorts for entry to and exit from the building and campus
- Permitting a change of class and/or work schedule (if possible)
- Maintaining a copy of the abusers image and/or a copy of any existing court orders of protection in a confidential on-site location.

The college may address any additional concerns raised by a situation in which both the victim and offender are either enrolled or employed at the college.

#### Confidentiality of Information

Information related to a student and/or employee being a victim of domestic violence will be kept confidential except when dictated by law, FHTC policy, or when necessary to protect the safety of the campus population.

- Reported information is kept private to the extent possible by federal and state law, and college policy, however Kansas law includes clear limitations on legal confidentiality.
- Confidentiality exists in certain instances for medical personnel, counselors, social workers, clergy, attorneys, and rape crisis counselors, but information may be required to be released through a subpoena or court order.
- Information reported to anyone not in one of the above named positions may have to be disclosed when required by law or pursuant to a subpoena.
- When medical information is received from a student and/or employee who is the victim of domestic violence, such medical information will be kept confidential to the extent permitted and required by law including, but not limited to, the Americans with Disabilities Act and the Family and

Medical Leave Act.

- When it is determined that maintaining confidentiality puts the victim or other students and employees at risk of physical harm, those individuals deemed necessary to protect the safety of the victim and other employees, or to enforce an order of protection, will be given the minimum amount of information required. When possible, the college will provide the victim of domestic violence with notice of the intent to provide information to other employees and/or law enforcement.
- Some examples of situations where confidentiality cannot be maintained include:
- Law Enforcement officials investigating a report of domestic violence or incident that occurred on the campus will be provided relevant information in accordance with legal requirements when requested.
- Faculty or administration, and first responders may be informed about a report of domestic violence or incident that occurs on campus, if it is necessary to protect the safety of the student and/or employee or other individuals on campus.

#### Harassment and Discrimination

Flint Hills Technical College seeks to create an atmosphere that recognizes and protects an environment of tolerance for all members of the college community. Federal law and college policy protect a number of groups from unlawful discrimination. The College makes all decisions with reference to employment status and student status without regard to age, race, color, religion, gender, marital status, national origin, disability status, veteran status, sexual orientation, or any other factors which cannot lawfully be considered, to the extent specified by applicable federal and state laws.

Moreover, the college regards inappropriate behavior, unfair treatment, or harassment of any individual to be inconsistent with its goal to provide an environment in which students, faculty, unclassified professionals, classified employees, and other members of the college community can develop intellectually, professionally, personally, and socially. These policies and procedures extend to all College personnel operating in a College-sanctioned capacity, both on and off campus.

- Age Discrimination Act of 1975, Age Discrimination in Employment Act of 1967
- Title VI and VII of the Civil Rights Act of 1964
- Title VI and VII of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964, Equal Pay Act of 1963, Pregnancy Act of 1978, Title IX of Education Amendments of 1972
- FHTC Non-Discrimination Policy
- Title VI and VII of the Civil Rights Act of 1964
- American with Disabilities Act of 1990, Sections 503 and 504 of the Rehabilitation Act of 1973
- Vietnam Era Veteran's Readjustment Act of 1974, Uniform Services Adjustment and Re- Adjustment Act of 1994

#### Explanations

The Age Discrimination in Employment Act of 1967 prohibits discrimination against individuals who are at least 40 years of age. Discrimination is prohibited in all terms and conditions of employment including: hiring, firing, compensation, job assignments, shift assignments, discipline, and promotions.

Age is also addressed in the Age Discrimination Act of 1975. Under this act no person shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

Employment discrimination based on race, color, religion, sex, or national origin is prohibited under Title VII of the Civil Rights Act of 1964. It is unlawful for an employer to fail or refuse to hire or to discharge any individual or otherwise to discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment.

Under Title VI of the Civil Rights Act of 1964 no person on the basis of race, color, or national origin be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Equal Pay Act of 1963 prohibits discrimination on the basis of sex in the payment of wages or benefits, where men and women perform work of similar skill, effort, and responsibility for the same employer under similar working conditions.

The Pregnancy Discrimination Act of 1978 is an amendment to Title VII of the Civil Rights Act of 1964. Therefore, discrimination on the basis of pregnancy, childbirth or related medical conditions constitutes unlawful sex discrimination under Title VII. Women affected by pregnancy or related conditions must be treated the same as other applicants or employees with similar abilities or limitations.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. Individuals cannot, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Americans with Disabilities Act of 1990 prohibits an employer from discriminating against a qualified applicant or employee because of his/her disability. To be protected individuals need to be qualified and able to perform the job with or without reasonable accommodations from the employer. Discrimination based on disability in any program or activity receiving Federal financial assistance is prohibited under Sections 503 and 504 of the Rehabilitation Act of 1973.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 prohibits discrimination based on veteran status in federally assisted programs and it requires affirmative action to employ and advance in employment of veterans. Veterans protected by this act are Vietnam era veterans, special disabled veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

#### Sexual Harassment

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees, under Title IX of the Education Amendments of 1972 for students, and under Kansas Law. Retaliation against an individual for making a report of sexual harassment is also considered to be sex discrimination and is therefore likewise illegal. No member of the college community shall engage in sexual harassment. For the purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of employment;
- 2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions which affect that individual;
- Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment; or
- Such conduct is not legitimately related to the subject matter of a course.

Sexual harassment encompasses any sexual attention that is unwanted. Examples of verbal or physical conduct that is prohibited include, but are not limited to:

- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- Direct propositions of a sexual nature;

- A pattern of conduct causing discomfort, intimidation and/or humiliation that includes one or more of the following: comments or gestures of a sexual nature; sexually explicit statements, questions, jokes, or anecdotes;
- Unnecessary touching, patting, hugging, or brushing against a person's body;
- Remarks of a sexual nature about a person's clothing or body; or
- Remarks about sexual activity or speculations about previous sexual experience.

#### Racial and/or Ethnic Harassment

Racial and/or ethnic harassment is a form of discrimination that is illegal under Title VII of Civil Rights Act of 1964. No member of the college community shall engage in racial or ethnic harassment. Retaliation against an individual for making a report of racial and/or ethnic harassment will be treated as a violation of the racial and/or ethnic harassment policy. For the purpose of this policy, racial and/ or ethnic harassment is defined as ethnic slurs and other verbal or physical conduct to race, ethnicity, or racial affiliation that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, living environment, if residing in College housing, or participation in any college-sponsored activity;
- Otherwise adversely affects an individual's academic or employment opportunities; or
- 4. Is not legitimately related to the subject matter of a course. Racial and/or ethnic harassment may be blatant or subtle. Examples of the conduct that is prohibited include, but are not limited to:
  - Derogatory name calling or language based on cultural stereotypes;
  - Incidents or behaviors which are derogatory to a racial or ethnic group; or
  - Repeated ignoring or excluding of one's presence or existence in a College setting.

#### Other Harassment

No member of the college community shall engage in harassment on the basis of age, color, religion, marital status, national origin, disability status, veteran status, sexual orientation, or on any other factor that violates state or federal discrimination law. For the purposes of this policy, such aforementioned harassment is defined as unwelcome verbal and/or physical conduct which:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or participation in any college-sponsored activity;
- Otherwise adversely affects an individual's academic or employment opportunities; or,
- 4. Is not legitimately related to the subject matter of a course.

#### **Sexual Exploitation**

Sexual Exploitation refers to a situation in which a person takes nonconsensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Nonconsensual Sexual Contact. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaged in sexual acts without the consent of the person observed)
- 2.Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved

- in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent)
- 3. Prostitution
- 4. Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent

#### Consent

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

One's own intoxication/incapacity is not an excuse for failure to recognize the incapacity of the other. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

#### Bullying

Flint Hills Technical College prohibits bullying in any form either by any student or staff member towards a student, or by a student or staff member towards a staff member on or while using college property, in a college vehicle, or at a college-sponsored activity or event. Bullying is defined as repeated or severe; aggressive behavior; likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally; that is not speech or conduct otherwise protected by the 1st Amendment. Any online postings or other electronic communication by students, including cyberbullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g. not on Flint Hills Technical College networks, websites or between college email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on campus disruption, or can be shown to have occurred through use of college property. Otherwise, such communications are considered speech protected by the 1st Amendment. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

#### **Pregnancy Policy**

Flint Hills Technical College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. Flint Hills Technical College hereby establishes a policy and associated procedures ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents.

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began. This generally means that pregnant students should be treated by Flint Hills Technical College the same way as someone who has a temporary disability, and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g., papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date. should all be employed, in addition to any other ergonomic and assistive supports typically provided by Disability Services. To the extent possible, FHTC will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Title IX Coordinator, who will maintain all appropriate documentation related to accommodations. In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave. Students are encouraged to work with their faculty members to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

# GRIEVANCE PROCEDURES FOR FACULTY, STAFF, AND STUDENTS

#### Responsible Employees

Any employee of Flint Hills Technical College who a student could

reasonably believe to have the authority or duty to take action to address sexual violence excluding any employee bound by privilege and confidential relationships, such as licensed counselors or legal counsel. An employee who has been given the duty of reporting incidents of sexual violence or any other misconduct by students, faculty, staff, and others to the Title IX Coordinator or other appropriate school designee.

Flint Hills Technical College will act on any formal or informal grievance or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, that is received by the Title IX Coordinator or Deputy Coordinators.

The procedures described below will apply to all grievances involving students, staff or faculty members. Redress and requests for responsive actions for grievances brought involving nonmembers of the community are also covered by these procedures.

#### Title IX Coordinator and Deputy

The Title IX Coordinator is Lisa Kirmer, Vice-President of Student Services. She can be reached at 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325, Ikirmer@fhtc.edu. The Title IX Deputy is Jacinda Kahle, Director of Human Resources. She can be reached at 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1384, jkahle@fhtc.edu. The Title IX Coordinator is responsible for the following:

- Prepare and disseminate educational materials that inform members of the campus community of Title IX rights and responsibilities;
- Coordinate training for employees and students;
- Receive and process inquiries from students, employees, guests, visitors, and other third parties regarding rights and responsibilities concerning behavior or suspicion of behavior in violation of Title IX;
- Issue findings of fact and recommendations for disposition of reports/complaints and notifies all parties regarding disposition;
- Investigate alleged discrimination and/or harassment;
- Conduct institutional monitoring;
- Ensure compliance with state and federal law and regulations;
- Provide ongoing consultation to the President and other College officials

#### **Affirmative Action Officer**

While the Affirmative Action Officer is available to assist in the report process, he/she is not permitted to be an advocate for either party and is obligated to assure fairness to both parties and to protect the College's interests. For further information, contact the Affirmative Action Officer, Jacinda Kahle, Director of Human Resources, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1384, or jkahle@fhtc.edu. If the Affirmative Action Officer is not available at the time a report must be made, the report can be made to Lisa Kirmer, Vice President of Student Services, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325, Ikirmer@fhtc.edu.

#### Confidential Advocate

Andrea Cahoone, who serves as a confidential advocate is the Academic Advisor/Counselor for the College, ancahoone@fhtc.edu, 620-341-1376. Brenda Carmichael is also a confidential advocate and Dean of Enrollment Management, bcarmichael@fhtc.edu, 620-341-1338. The confidential advocates can provide sensitive intake and initial counseling of reports, act as an advocate assisting those involved in grievances to navigate the process, resources and reporting options, refer individuals to appropriate resources and provide complete confidentiality in extreme cases. Andrea Cahoone and Brenda Carmichael may also serve as investigators in a situation where they were not contacted as a confidential advocate.

#### Investigators

Brenda Carmichael, bcarmichael@fhtc.edu, 620-341-1338, Dean of

Enrollment Management and Andrea Cahoone, ancahoone@fhtc.edu, 620-341-1376, Academic Advisor/Counselor have been trained as Title IX Investigators. Both have offices on the main campus at 3301 West 18th Avenue, Emporia, KS 66801. The role of the investigator is to conduct a thorough, reliable, and impartial investigation through interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary. The Investigators presents information gathered to either the Title IX Coordinator and/or Affirmative Action Officer, who will then render a final decision. In unusual circumstances or in a situation of conflict of interest, Jacinda Kahle and Lisa Kirmer have also been trained as investigators.

#### **Appeals Officer**

Nancy Thompson, Vice President of Business Services is the Appeals Officer, nthompson@fhtc.edu, 620-341-1304, 3301 West 18th Avenue, Emporia, KS 66801. If the reporting or responding party does not agree with the determination or sanction, an appeal may be made to the Appeals Officer.

#### Advocate

The reporting party and the responding party have the right to an advocate. The advocate can be present with the reporting party or responding party at any time during the investigation. The advocate may include a friend, family member, clergy, attorney or other appropriately deemed individual.

#### Filing a Grievance Report

Any member of the community, guest or visitor who believes that the policy on Equal Opportunity, Harassment and Nondiscrimination has been violated should contact the Title IX Coordinator or the Affirmative Action Officer. It is also possible for employees to notify a supervisor, or for students to notify a faculty member. These individuals will in turn notify the Title IX Coordinator and/or Affirmative Action Officer.

All employees receiving reports of a potential violation of Flint Hills Technical College policy are expected to promptly contact the Title IX Coordinator and/or Affirmative Action Officer, within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with the maximum possible privacy.

Specific information on any grievances received by any party will be reported to the Title IX Coordinator. Subject to the College's obligation to redress violations some details of the case may have to be shared with appropriate parties.

#### Report Evaluation and Intake

Following receipt of a notice or a report, the Title IX Coordinator, in consultation with the Affirmative Action Officer will offer/make available advocacy services to the reporting party. The responding

party will be notified of his/her rights. Normally, within two College business days, an initial determination is made whether a policy violation may have occurred and/or whether conflict resolution might be appropriate. If the report does not appear to allege a policy violation or if conflict resolution is desired by the reporting party, and appears appropriate given the nature of the alleged behavior, then the report does not proceed to investigation.

The College is required to conduct a full investigation if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members. The College aims to complete all investigations within a 60 business day period. The Title IX Coordinator can extend the period as necessary for appropriate cause with notice to the parties.

#### Interim Remedies/Accommodations

If, in the judgment of the Title IX Coordinator/Affirmative Action Officer, the safety or well-being of any member(s) of the campus community

may be at risk by the on-campus presence of the accused individual, the Title IX Coordinator and Affirmative Action Officer may, provide interim remedies. These interim remedies are intended to address the short-term effects of harassment, discrimination, or retaliation, to redress harm to the alleged victim and the community and to prevent further violations. These remedies may include:

- · referral to counseling and health services,
- · education to the community,
- altering work arrangements for employees,
- providing campus escorts,
- implementing contact limitations between the parties,
- offering adjustments to academic deadlines, course schedules, etc.

Flint Hills Technical College may temporarily suspend a student, employee, guest, visitor, or organization pending the completion of the investigation and related procedures. In all cases in which an interim suspension is imposed, the individual will be given the opportunity to meet with the Title IX Coordinator to show cause why the suspension should not be implemented. The Title IX Coordinator, in consultation with the Affirmative Action Officer, may implement or stay an interim suspension under the Policy on Equal Opportunity, Harassment, and Nondiscrimination, and to determine its conditions and duration.

Violation of an interim suspension under this policy will be grounds for expulsion, termination, or potential legal action.

During an interim suspension or administrative leave, a student, employee, guest, or visitor may be denied access to College campus/ facilities/events. This restriction includes classes and/or all other College activities or privileges for which the individual might otherwise be eligible. Further, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

#### Investigation

If the reporting party, or the College, based on the alleged policy violation, wishes to pursue a formal grievance, the following process occurs. A formal investigation will be initiated if a report is complete, timely, within the scope of this policy and articulates sufficient facts, which if determined to be accurate, would support a finding that the College's Equal Opportunity, Harassment, and/or Non-Discrimination policy/policies have been violated. Usually within 2 college business days of determining that a grievance should proceed, the Title IX Coordinator will appoint an investigator to conduct an investigation. Investigators assigned to conduct an investigation will be impartial. In conducting investigations into violations of the College's policies, the Affirmative Action Officer will use a preponderance of the evidence standard in making factual determinations. A preponderance of the evidence standard means the fact(s) in issue is more probably true than not.

Investigation of grievances brought directly by those alleging harm should be completed expeditiously; however, the investigation may take longer when initial grievances fail to provide direct firsthand

information. The College may undertake a short delay, to allow evidence collection, when criminal charges on the basis of the same behaviors that invoke this process are being investigated.

College action will not be altered or precluded because civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. All investigations will be thorough, reliable, and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.

#### Confidentiality

It is the responsibility of the Title IX Coordinator and/or Affirmative Action Officer and the responsible administrator to whom a report is brought to maintain confidentiality while still allowing for an investigation, providing a remedy for individuals injured by discrimination or harassment,

and allowing respondents to reply to reports. Investigators involved in the investigation process are also obligated to maintain confidentiality, and other individuals are expected to maintain confidentiality as to not hinder the investigation process. The College cannot guarantee reporting parties, respondents, or witnesses absolute confidentiality because the College is obligated to investigate reports.

#### Access to Information

Flint Hills Technical College will control access to information pertaining to reports, investigations, and outcomes of sexual violence reports by means appropriate to the circumstances. The institution follows all local, state, and federal mandates regarding privacy and confidentiality.

Statement of the Rights of a Reporting Party Bringing a Grievance

- To be treated with respect by Flint Hills Technical College officials.
- To take advantage of campus support resources.
- To experience a safe living, educational and work environment.
- To have an advocate during this process.
- To decline to have an allegation resolved through conflict resolution procedures.
- To receive amnesty for policy violations (such as alcohol or drug violations) that are ancillary to the incident.
- To be free from retaliation.
- To have grievances heard in accordance with these procedures.
- To have full participation in any investigation process.
- To be informed in writing of the outcome/resolution of the grievance, sanctions where permissible and the rationale for the outcome where permissible.
- To receive assistance filing a report with law enforcement
- To request accommodations/adjustments with employment and scheduling.
- To request or benefit from a no contact order.

Statement of the Rights of the Responding Party

- To be treated with respect by Flint Hills Technical College officials.
- To take advantage of campus support resources.
- To have an advocate during this process.
- To decline to have an allegation resolved through conflict resolution procedures.
- To be free from retaliation.
- To have the opportunity to refute charges and provide evidence in accordance with these procedures.
- To be informed of the outcome/resolution of the grievance and the rationale for the outcome, in writing.
- To request accommodations/adjustments with employment, and scheduling.
- To request or benefit from a no contact order.

#### Investigation Timeframe

The College will strive to complete harassment, sexual misconduct, and other forms of discrimination report investigations, including issuance of a report of findings to the reporting party and respondent, in as timely and efficient a manner as possible within 60 calendar days of receipt of a report. However, this timeframe may be extended based on factors such as, but not limited to, schedule and availability of witnesses, holidays or semester breaks including summer break, and complexity of the report. If an investigation cannot be completed within 60 calendar days of receipt of the report, then the investigator(s) will notify the reporting party and respondent of that fact and provide a timeframe for completing the investigation.

#### Investigation Procedure

The investigation will include the following steps:

#### Contact with Reporting party

If the investigator did not speak with the reporting party at the time that the report was received by the Title IX Coordinator and/or Affirmative Action Officer, the investigator will meet or speak with the reporting party at the start of the investigation. In all investigations, the investigator will meet with the reporting party throughout the investigation as appropriate.

#### Notice to Respondent

The respondent will be provided with a statement of the report in writing, and the reporting party will be provided a copy of this notification. The respondent will be provided an opportunity to meet with the investigator(s) investigating the report and to respond to the allegation. Respondents may respond in person or in writing within a reasonable time to be determined by the investigators. If a respondent chooses not to participate or refuses to answer a report, his/her non participation will not prevent the investigation from proceeding and could result in a finding based solely on the information provided by the reporting party.

#### Notice Regarding Retaliation

All parties to a report (reporting party, respondent, witnesses, and appropriate administrators or supervisors) will be informed that retaliation by an individual or his/her associates against any person who files a report or any person who participates in the investigation of a report is prohibited. Individuals who engage in retaliation are subject to disciplinary action, regardless of the disposition of the underlying report.

#### Representation

In any meeting with the investigators, the parties to the report (reporting party and the respondent) may bring a representative/advisor to the meeting. The reporting party and the respondent have the right to invite another individual to serve as an advisor during the hearing. The advisor is present solely to advise the represented party. The advisor shall not directly address or communicate with the investigator or other parties involved in the investigation and/or hearing, nor shall he/she speak on the behalf of the individual being advised.

#### Information Relevant to Investigation

The parties to a report (reporting party and respondent) will be informed that they have the opportunity to identify witnesses, present witness statements, and any other evidence they believe relevant to resolution to the report. The investigator(s) will interview other persons whom the investigator(s) in his/ her discretion determines to be necessary to gather relevant information. The investigator will review any written materials, emails or other media that as determined by the investigator in his/her discretion may provide relevant information regarding the report.

#### Findings of Investigation

The investigator(s) will provide a written summary of their findings to the respondent and the reporting party within a reasonable time following the conclusion of the investigation. In addition, the investigator(s) will provide a written report of the investigation findings and recommendations to the Title IX Coordinator and/or Affirmative Action Officer who will determine the appropriate action to be taken in light of the investigation findings and recommendations. The Title IX Coordinator and/or Affirmative Action Officer will have 20 working days from receipt of the investigation findings and recommendations to determine an appropriate resolution(s). Upon making a decision, Title IX Coordinator and/or Affirmative Action Officer will simultaneously provide written notification of the decision to both the respondent and reporting party.

#### Grievance Resolution

During or upon the completion of the investigation, the investigators will meet with the Title IX Coordinator and/or Affirmative Action Officer. Based on that meeting, the Title IX Coordinator and/or Affirmative Action Officer will decide whether there is reasonable cause to proceed with the grievance. If the Title IX Coordinator and/or Affirmative Action Officer decide that no policy violation has occurred or that the preponderance of evidence does not support a finding of a policy violation, then the process will end.

The party bringing the grievance may request that the Title IX Coordinator make a determination based on extraordinary circumstances to re-open the investigation or may move to appeal. If there is reasonable cause to proceed with the grievance, the Title IX Coordinator will direct the investigation to continue. Or if there is a preponderance of evidence of a violation, then the Title IX Coordinator may recommend conflict resolution or a resolution based on the criteria below.

#### **Conflict Resolution**

Conflict resolution is recommended for less serious, yet inappropriate, behaviors and is encouraged as a process to resolve conflicts. The Title IX Coordinator and/or Affirmative Action Officer will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, the Title IX Coordinator or Affirmative Action Officer will facilitate a dialog with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution and failure to abide by the accord can result in appropriate responsive actions. Conflict resolution will not be the resolution mechanism used to address grievances of sexual misconduct or violent behavior of any kind or in other cases of serious violations of policy. It is not necessary to pursue conflict resolution first to make a formal report. Anyone participating in conflict resolution can stop that process at any time and request a resolution.

#### Resolution

Resolution can be pursued for any behavior that falls within the policy on Equal Opportunity,

Harassment, and Nondiscrimination, at any time during the process. The Title IX Coordinator will provide written notification of a grievance to any member of the College community who is accused of an offense of harassment, discrimination, or retaliation.

The Title IX Coordinator/Affirmative Action Officer will meet with the responding individual to explain the finding(s) of the investigation. Once informed, the responding party may choose to admit responsibility for all or part of the alleged policy violations at any point in the process. If so, the Title IX Coordinator and Affirmative Action Officer will render a finding that the individual is in violation of College policy for the admitted conduct. For admitted violations, the Title IX Coordinator and Affirmative Action Officer will recommend an appropriate sanction or responsive action. If the sanction/responsive action is accepted by both the reporting party and responding party, the Title IX Coordinator will implement it, and act promptly and effectively to remedy the effects of the admitted conduct upon the victim and the community. If either party rejects the sanction/responsive action, the Appeals Officer will review the investigation and subsequent sanction/responsive action, according to the procedures below.

#### Sanctions

Sanctions or responsive actions will be determined by the Title IX Coordinator and/or Affirmative Action Officer after consideration of the report from the investigator. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- $\bullet$  Previous grievances or allegations involving similar conduct
- Any other information deemed relevant
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the victim and the community

#### **Student Sanctions**

The following are the usual sanctions that may be imposed upon students:

- Warning
- Probation
- Suspension
- Expulsion
- Fines
- Removal from student housing
- Organizational Sanctions
- Other Actions

#### **Employee Sanctions**

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- Verbal Warning
- Written Warning (in which case a Performance Improvement Plan will be implemented)
- Suspension (administrative leave) with or without pay
- Termination of Employment

These actions are not necessarily progressive in nature and may be used as needed.

#### Withdrawal or Resignation While Charges Pending

Students: Should a student decide to leave and not participate in the investigation, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to Flint Hills Technical College unless all sanctions have been satisfied. The institution will act to promptly and effectively remedy the effects of the conduct upon the victim and the community.

Employees: Should an employee resign while charges are pending, the records of the Affirmative Action Officer and Title IX Coordinator will reflect that status, as will Flint Hills Technical College responses to any future inquiries regarding employment references for that individual. The institution will act to promptly and effectively remedy the effects of the conduct upon the reporting party and the community.

#### Appeals Process Right of Appeal

Any decision of the Title IX Coordinator/Affirmative Action Officer or such other person as designated by the President may be appealed by the responding party or the reporting party within ten (10) College business days of the receipt of the decision. Such appeals shall be in writing and shall be delivered to the Appeals Officer. A student or employee who fails to file a written notice of appeal to the Appeals Officer, within the times specified waives the right to appeal.

#### Standard for Appeal

Any disciplinary action or responsive action imposed shall remain in effect during the appeals procedure, unless otherwise directed by the Appeals Officer. An appeal shall be conducted for one or more of the following purposes:

- To determine whether the original process was conducted fairly a) in light of the charges and evidence presented, and
- b) in conformity with prescribed procedures. This gives the reporting party a reasonable opportunity to prepare and present evidence that policy was violated, and gives the responding party a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- To determine whether the decision reached regarding the responding party was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of policy occurred.

- To determine whether the sanction imposed was appropriate given the policy violation.
- To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original process, because such evidence and/or facts were not known to the person appealing at the time.

If the Appeals Officer determines, in their sole discretion that the written appeals fails to meet the Standard for Appeal (noted above), they will inform the student in writing. If the written appeal submission fails to meet the Standard for Appeal, the matter is concluded and no further action will be taken.

If the Appeals Officer determines that an appeal is warranted the Appeals Officer will review the charges and imposed sanctions. The Appeals Officer shall decide whether the student has violated policy and whether the sanction imposed fits the nature of the violation. The Appeals Officer may uphold, modify, or completely reverse the original decision as appropriate.

A written summary of the findings must be provided and should the decision be modified it should be in accordance with one or more of the conditions delineated in this code. In all appeals any modification of the original sanctions may not result in more severe discipline for the accused student. The Appeals Officer shall render his/her decision in writing within 20 College business days. The findings of the Appeals Officer shall be forwarded to the President.

#### Notification of Decision

The President's Office shall inform the student or employee, in writing, of the Appeals Officer's decision within three (3) College business days of the receipt of the Appeals Officer's decision. The findings of the Appeals Officer shall be final.

Failure to Complete Sanctions/Comply with Responsive Actions All responding parties are expected to comply with conduct sanctions/ responsive/corrective actions within the time frame specified. Failure to follow through on conduct sanctions/responsive/corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from the College and will be noted in a student's disciplinary file or employee personnel file.

#### Records

In implementing this policy, records of all grievances, resolutions, and appeals will be kept by the Title IX Coordinator indefinitely in the Title IX Coordinator database.

#### Retaliation

Retaliation is generally any adverse action taken without a legitimate reason as a result of involvement in an administrative review of a report of unlawful discrimination or harassment. It is a violation of Flint Hills Technical College's anti-harassment policies to retaliate against any individual involved in the report process. Appropriate sanctions will be imposed against persons who engage in retaliatory behavior. Respondents, reporting parties, witnesses, and other involved parties will be cautioned of inappropriate behavior in the form of retaliation.

#### **Prohibition Against Retaliation**

Retaliation against persons who file harassment, sexual misconduct, and other forms of discrimination reports or persons who participate in an investigation of a report, whether by an individual directly involved or by his/her associates, is a violation of College and Board of Trustees policy as well as State and Federal law. Reporting parties who utilize these procedures or persons who participate in an investigation of a report should not be subjected to retaliation. Retaliation may take the form of unwanted personal contact from the respondent or giving additional assignments that are not assigned to others in similar situations, poor grades or unreasonable course assignments. Phone calls, email or other

attempts to discuss the report may be perceived as retaliation under certain circumstances. Disciplinary action, harassment, unsupported evaluations, or other adverse changes in the conditions of employment or the educational environment may also constitute retaliation. Retaliation will not be tolerated and could result in suspension, reassignment, salary reduction, termination, expulsion or other disciplinary action.

#### Report of Retaliation

An individual who believes that he or she has been the subject of discrimination or retaliation, or a dean, director, chairperson or other supervisor or administrator who has reason to believe that discrimination or retaliation may have occurred, should contact the Affirmative Action Officer to initiate the filing of a report.

A report should include the following, to the extent known and available:

- Name and contact information (address, telephone, email) for the reporting party;
- Name of person(s) directly responsible for the alleged discrimination or retaliation;
- Date(s), time(s), and place(s) of the alleged violation(s);
- Nature of the alleged violation(s); i.e., race, sex, disability, discrimination or retaliation, etc.;
- Detailed description of the specific conduct that is the basis of the alleged violation(s);
- Copies of any documents or other tangible items pertaining to the alleged violation(s);
- Names and contact information for any witnesses to the alleged violation(s);
- Any other relevant information.

Upon receiving a report, the Affirmative Action Officer will provide the reporting party with an acknowledgment of receipt within 7 working days and will include the Discrimination Report Resolution Process.

#### Administrative Closure of a Report Without Investigation

The College may not proceed with a report investigation under a variety of circumstances, for instance:

- A reporting party, even after contact and follow up with an investigator, fails to describe in sufficient detail the conduct that is the basis of the report;
- The conduct alleged in the report is not covered by this policy;
- The report is untimely;
- The reporting party refuses to cooperate with the College's investigation;
- The reporting party is anonymous.

If it is determined that the College will not proceed with investigation of a report, the Title IX Coordinator/Affirmative Action Officer will notify the reporting party (if not anonymous) in writing explaining the reasons why the report is not being investigated. The notification letter will include a statement notifying the reporting party that he or she may appeal the determination not to proceed with an investigation of the report to the Appeals Officer within 10 working days of the notice as outlined in the Right of Appeals process.

## Accountability For Students and/or Employees Who Are Offenders

Students or employees may be subject to corrective or disciplinary action in accordance with Student Conduct Policy and Agreement of Employment, or Employment Contract, statutes, and regulations in the following situations:

 A student or employee has threatened, harassed, or abused an intimate partner using FHTC resources such as work time or equipment.

- A student or employee intentionally uses his/her job-related authority and/or college resources in order to:
- Negatively impact a victim of domestic violence
- Assist an abuser in locating a victim
- Assist an abuser in perpetrating acts of domestic violence
- Protect an abuser from appropriate consequences of their behavior

# Abuse of the Discrimination Reports Resolution Process

The College takes all harassment, sexual misconduct, and other forms of discrimination reports seriously. However, knowingly filing a false report is considered serious misconduct and is also subject to sanction. An individual who establishes a pattern of repeatedly filing frivolous reports that harass colleagues and/or abuse the report resolution process may lose the right to file reports for a specified period of time.

#### Revision

These policies and procedures will be reviewed and updated annually by the Title IX Coordinator, Affirmative Action Officer, Investigators and Appeals Officer. Modifications may be made to procedures that do not materially jeopardize the fairness owed to any party. However, the team may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of its implementation will apply. Policy in effect at the time of the offense will apply even if the policy is changed subsequently, unless the parties consent to be bound by the current policy.

# DRUG-FRFF COLLEGE POLICY

The unlawful possession, use or distribution of illicit or simulator drugs and alcohol by students on College premises or as a part of any College activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. (Cf. LDD). As a condition of continued enrollment in the College, students shall abide by the terms of the following policies:

# Alcohol and Drugs

A student shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, simulated drug, or any controlled substance or alcoholic beverage of any kind:

- 1. On the College campus during, before and after school hours.
- 2. On the College campus at any other time when the College is being used by any College personnel or College group.
- 3. When representing FHTC off the College campus at a College activity, function or event.

The exception to this policy is limited to students under the supervision of an instructor or supervisor in order to fulfill curriculum learning requirements or approved learning outcomes.

Any violation of this policy, which also violates federal, state or local law, will result in the student being reported to the appropriate law enforcement officials. Violation of this policy may result in the student being suspended or expelled.

# **Enforcement of Drug-Free College Policy**

A student or employee who violates this policy shall be subject to disciplinary action, including, but not limited to, suspension or expulsion. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in the FHTC Student Handbook and Catalog and Kansas statutes, K.S.A. 72-8901. Nothing in this policy is intended to diminish the ability of the College to take other

disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student, or in the case of a student under the age of 18, his or her parents shall contact the directors of programs to determine the cost and length of the program.

A copy of this policy and a list of available drug and alcohol counseling programs will be provided to all students and employees.

# **FHTC Drug Testing Procedure**

Flint Hills Technical College promotes an atmosphere conducive to a healthy, safe and secure learning environment, and is a zero tolerance, drug free institution. In order to ensure the safety of everyone involved, including but not limited to those engaging in activities such as operating equipment or treating patients, Flint Hills Technical College enforces a drug testing procedure. If an instructor suspects that a student is under the influence of drugs or alcohol anytime during the school year, the student will not be allowed to participate in classes, operate equipment or treat patients until they prove they are drug free by voluntarily being drug tested. The cost of the drug test will be incurred by the College. If the student agrees to a voluntary drug test and drug and alcohol usage is not verified, the student will be allowed return to classes. If drug or alcohol usage is verified through the drug test, the student will be reported to the appropriate law enforcement officials, and be subject to further disciplinary action including but not limited to suspension or expulsion in accordance with the FHTC Drug-Free College Policy.

If the student does not agree to a voluntary drug test, the student will be asked to leave class for the day and will be counted as absent until they prove they are drug free by voluntarily being drug tested, and may be suspended or expelled in accordance with the FHTC Drug-Free College Policy. In the case of a secondary student, the high school counselor and/or principal will also be contacted regarding the incident.

# Tobacco Use Free and Smoke Free Campus Policy

Flint Hills Technical College (FHTC) is a tobacco use free campus. The intention of this policy is to support the goal of creating a safe, healthy, respectful learning and working environment for students, faculty, staff, guests and visitors.

FHTC prohibits the use of any form of tobacco on campus. This includes, but is not limited to, all college buildings, facilities, grounds, parking lots, and any other property leased to or managed by the college. Tobacco use in college vehicles is prohibited, regardless of location.

Furthermore, the sale and distribution of tobacco related items in all college facilities, or all college owned or leased grounds is prohibited. This policy applies to anyone on the FHTC campus including students, faculty, staff, guests, visitors, consultants, vendors, patients, volunteers, and contractor employees.

For the purpose of this policy, tobacco is defined as any product derived from, smoked, or containing products of tobacco. This includes, but is not limited to cigarettes (cloves, bidis, kreteks), chewing tobacco (spit, spitless, smokeless, chew, snuff, and snus), cigars and cigarillos, hookah and hookah-smoked products, pipes, blunts, smokeless tobacco, and similar products. Electronic cigarettes or e-cigarettes are prohibited. This policy also prohibits the use of any product simulating the previously mentioned products.

FHTC is a smoke-free campus. Smoking is defined as lighting, burning, or use of tobacco in addition to any other material mentioned previously in this policy. Anyone violating this policy may be issued a citation from Flint Hills Technical College. Visitors who do not comply with the policy will be asked to leave the College property. If the visitor refuses to leave or cease

using tobacco products, they will be summarily denied access to all College educational facilities and events.

#### Weapons

Weapons (excluding carry concealed handguns) are not allowed at any campus site. A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon:

- 1. On the College campus during, before and after school hours.
- 2. On the College campus at any other time when the College is being used by any College personnel or College group.
- 3. Off the College campus at a College activity, function or event.

Violation of this policy shall result in the student being reported to the appropriate law enforcement officials, and suspended or expelled.

## Carry Concealed Handguns (CCH) and Open Carry Handguns

Flint Hills Technical College (FHTC) seeks to maintain a safe and secure environment in which to conduct educational, research and training activities. Carry Concealed Handgun (CCH) is a handgun that a person who is not prohibited from possessing a firearm, under either federal or state law, may carry in a concealed fashion, except where as prohibited in certain locations as detailed in state law (KSA 75- 7c10) and by any applicable federal law. CCH laws refer to firearms defined as handguns, (NOT Rifles or SBR's) that meet the states requirements (Pistols and/or revolvers).

The display or "open carry" of any handgun is strictly prohibited by college policy with the exception of or in defense on one's self or an immediate third person as stated above. Display is defined as the intentional showing, presenting, exhibiting and/or drawing of a handgun from a position of concealment on one's person. Other than for authorized security and/or law enforcement, no handguns or firearms shall be openly carried on any college property or at college events. On July 1st, 2017, CCH became legal on Flint Hills Technical College property, in accordance with State and Federal Laws. CCH individuals who carry a handgun on campus must carry it on or about their person at all times or secure their handgun in a locked, privately-owned or leased motor vehicle. A CCH individual may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, or other parking area.

CCH individuals who carry a handgun on campus must carry it in a holster that completely covers the trigger and the entire trigger guard area. The holster must have sufficient tension on the handgun to retain it in the holster. Any person may be held responsible to disciplinary action including but not limited to dismissal from the college and/or criminal prosecution for:

- $\hbox{I. Intentionally displaying a concealed handgun without cause or reason}\\$
- Possession of a handgun under the influence of alcohol or mind altering drugs
- 3. Leaving or storing, intentionally or unintentionally, a firearm in a location not authorized by this policy
- 4. Accidental or unintentional discharge of a firearm on college property
- 5.Threatening or verbalizing, even in jest, to shoot another person with a concealed handgun (other than in self-defense)

Flint Hills Technical College will not maintain a list of concealed carry license holders. This information is not a matter of public record. Flint Hills Technical College employees may not, under any circumstances, require students or other employees to disclose their concealed carry license status. Students and guests are also prohibited from storing a firearm on college property other than in a secured compartment in their vehicle.

Persons who chose to store their weapons in their vehicles are

encouraged to do so in a concealed manner in compliance with local, State and Federal laws, preferably in a locked compartment inside their vehicle. It is also advisable not to disclose the presence of said weapon to anyone other than authorities if asked.

Anyone, whether authorized by statute or not, CCH on property under FHTC control assumes all legal responsibility for any consequences arising therefrom, and agrees to hold FHTC and USD 253, their boards, administrators, instructors, employees and agents harmless for any claims, including but not limited to the cost of defense, any damages assessed, and further agrees to subrogate FHTC and USD 253 for all expenses or costs incurred as a result of their CCH. Any person(s) found to violate this policy may have their firearm seized and secured by college security and /or law enforcement and will be subject to all appropriate penalties under college policy and applicable local and state laws. Severity of offense dictates severity of penalty, including, but not limited to suspension/expulsion, termination of employment, immediate removal from premises/pressing charges for criminal trespass, or referral to law enforcement. Flint Hills Technical College reserves the right to change, modify or adapt this policy at any time for the safety of its students and staff.

# Searches of College Property

Lockers are the property of the College and the College reserves the right to open and conduct a locker search at any time upon reasonable belief that the locker contains illegal firearms, liquor, flammable material, dangerous weapons, narcotics, or other matter prohibited by law or College regulations from being on College property. Such search may be made without notice to the student to whom such locker has been assigned. Prohibited items recovered from a student's locker shall remain in the custody of the College administration unless such items are turned over to law enforcement officials. If it has been determined that there is reasonable cause to believe that a student is in possession of an object which can jeopardize the health, welfare or safety of other students or College employees, that student shall be required to meet with administration. This determination may be based on any information received by administration or the staff. The student shall be advised of the reason for the meeting and requested to empty items such as, but not limited to, pockets, purses, shoulder bags and briefcases. A search of the person will not be conducted. Any evidence recovered shall be turned over to the appropriate law enforcement authorities.

# **Access to Campus Facilities**

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

#### **Dress Standard**

Students and employees are expected to dress in a manner that is appropriate for a College environment. Individual departments may have their own dress standard, including the requirement to wear prescribed uniforms.

## **Parking**

Flint Hills Technical College will provide designated parking areas for vehicles, motorcycles, and bicycles. Handicapped parking will be designated and clearly marked. Students are to park in the east, west, and south parking lots of the main campus and to have their hanging parking permits clearly visible on their rear-view mirrors. Violators are subject to fines and towing. Parking in the front (north) lot on the main campus is reserved for visitors. Students at the Welding Building, Downtown Campus or Adult Education Center may park in designated areas other than those reserved as Handicapped Parking. In the absence of their issued parking permit, faculty, staff and student are eligible to get a temporary parking permit (available in the Reeble Student Success Center).

# Food and Beverages Policy

At the discretion of each instructor, the consumption of non-alcoholic beverages may be permitted in classrooms. The consumption of food items is restricted to the commons area. Under no conditions will food or beverages be permitted in computer labs or in labs containing sensitive electronic equipment or instruments. Students are expected to dispose of food and beverage containers in proper trash receptacles and to keep their areas clean.

# Littering

Littering of College property will be subject to student disciplinary procedures and may result in a fine or suspension.

#### **Communication Devices**

Disruption from electronic communication devices such as cellular telephones and pagers will not be tolerated in class. Use of electronic communication devices by students in the classroom is up to the discretion of the instructor:

#### First Aid Procedure

First aid in the event of injuries shall follow the guidelines for medical emergencies as outlined in the FHTC Crisis Management Plan. If the injury is of a more serious nature the ambulance service will be called (by calling 911). All programs maintain first aid kits. The appropriate paper work (Student Incident Report Form) will be completed and given to the Vice President of Student Services. Parents of minors will be notified by the Student Services staff. Appropriate family members will be notified by Administration or a designee.

# Display of Information

Information can be displayed and posted on campus with the approval of the Reeble Student Success Center. Information must be displayed only in designated areas. A student or visitor can request to display information in Flint Hills Technical College buildings through the Reeble Student Success Center. The requested information must be reviewed by the Reeble Student Success Center to determine appropriate content and stamped with a "Posted" date.

# Soliciting

Without prior approval of the Vice President of Student Services, student organizations, clubs, community groups and commercial enterprises may not solicit students, staff or campus visitors. Such activities, if approved, will be restricted to those public areas specified by the Vice President of Student Services. (For the purpose of this policy, public areas on the campus are defined as the commons area and the courtyard.)

# **Program Specific Handbooks**

Students in the Division of Health and Human Services will receive a program specific policy and procedure handbook on the first day's orientation.

# COMPLIANCE PROCEDURES

# Release of Student Information

FHTC affords all its students their full rights as provided by the Family Educational Rights and Privacy Act (FERPA). Unless specified in writing by the student, FHTC may release to anyone requesting such information the following "directory information" about the student:

- Name
- Current address and telephone number
- Permanent address and telephone number
- E-mail address
- Date of birth
- Year of school (i.e., freshman/sophomore)
- Program of study
- Enrollment status (i.e., full-time, half-time)

- Country of citizenship
- Participation in student clubs
- Dates of attendance
- Certificates or degrees awarded
- Most recent educational institution attended other than FHTC

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

"Personally identifiable" information includes the name of the student, the student's parent(s), other family members, the address of the student's parent(s), personal identifiers such as social security or student numbers, personal characteristics or other information that would make the student's identity easily traceable.

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

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

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

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

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

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

The College must inform the parties to whom personally identifiable

information is given that they are not permitted to disclose that information to others without the written consent of the student and that the information is to be used only for the purpose(s) intended. If it is learned by the College that a third party outside the College permits access to personally identifiable information, the College shall not permit access to information from education records to that third party for a period of not less than five years.

College students wishing to restrict disclosure of any of the above information should make such a request through the Dean of Enrollment Management. FHTC will not release any other information or records of a student, except as provided in FHTC policy, without the written consent of the student.

# Student/Parent(s) Review of Records

A student has the right and shall be afforded the opportunity to inspect, review, and/or receive copies of their FHTC educational records upon written request to the Dean of Enrollment Management. The rights under FERPA transfer from the parents/ guardians to the student, once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a College may disclose information from an "eligible student's education records to the parent/guardian of the student, without the student's consent, if the student is a dependent for tax purposes". Neither the age of the student nor the parent's/guardian's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent/guardian for tax purposes, then either parent/guardian may have access under this provision. Documentation of dependent status will be required. The College will comply with the request within a reasonable period of time, but in no case more than 45 days after the request has been made. The Dean of Enrollment Management will make a record of the documents, which were copied. The review of a student's records by the student/parent shall be conducted in a private setting with a College official present. A student who is financially indebted to the College will not be allowed to receive a copy of their transcript, nor will a person or agency request be honored as long as the debt remains; however, the student will be permitted to review the transcript in accordance with the provisions of this policy. Transcript request may also be denied in connection with disciplinary action.

## Civil Rights Compliance

Flint Hills Technical College fully complies with the requirements as outlined in Title VI of the Civil Rights Act of 1964 and with all requirements in accordance with the regulations of the Department of Health, Education and Welfare to the extent that no person shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity conducted by this institution.

# Title IX Compliance

Students, their parents, and employees of Flint Hills Technical College are hereby notified that the College does not discriminate on the basis of gender and is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of gender in its educational activities and employment practices. Any person having inquiries concerning Flint Hills Technical College compliance with Title IX should contact the Vice President of Student Services, Flint Hills Technical College, 3301 West 18th Avenue, Emporia, KS 66801, Tel. (620)- 341-1384. The Vice President of Student Services has been designated to coordinate the institution's efforts to comply with Title IX.

#### Rehabilitation Act of 1973

Flint Hills Technical College does not discriminate on the basis of handicap and is required by Section 504 of the Rehabilitation Act of 1973 and as directed by the Department of Health, Education and Welfare not to discriminate on the basis of handicap in its educational activities and employment practices. Any person having inquiries concerning Flint Hills Technical College compliance with Section 504 of the Rehabilitation Act of 1973 should contact the Director of Human Resources, Flint Hills Technical College, 3301 West 18th Avenue, Emporia, KS 66801, Tel. (620)-341-1384. The Director of Human Resources has been designated to coordinate the institution's efforts to comply with Section 504 of the Rehabilitation Act of 1973.

#### Americans with Disabilities Act of 1990

Flint Hills Technical College is committed to comply fully with the Americans with Disabilities Act and to make its facilities accessible to students, staff and visitors and to make the various instructional programs accessible to all people or to provide reasonable accommodations according to law. The policy of Flint Hills Technical College provides that no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of goods, services, facilities, privileges, advantages or accommodations at the College.

# Non-Discrimination

Flint Hills Technical College does not discriminate on the basis of sex including pregnant and parenting students, sexual orientation, handicap, race, color, age, religion, marital status, or national or ethnic origin in educational programs, admissions policies, employment policies, financial aid or other College administered programs. For questions or concerns regarding non-discrimination contact the Director of Human Resources at 620-343-4600.

# FLINT HILLS TECHNICAL COLLEGE PROGRAMS OF STUDY

# **AUTOMOTIVE TECHNOLOGY**

Led by NATEF-certified instructors, the Automotive Technology program provides interactive, hands-on instruction on state-ofthe-art automotive service repair techniques. Real-life working conditions and equipment prepare students for employment as automotive technicians at dealerships or independent repair shops. Students spend 80 percent of their instruction time in the lab.

#### Program Mission:

Students successfully completing courses in the Automotive Technology Department should develop an ability to understand and apply the concepts and practical application needed to obtain and maintain a career in the automotive industry. The student will develop the knowledge necessary for continued professional growth.

#### Technical Certificate Outcomes:

- •TC | Diagnose, service, and repair major automotive systems including electrical, brakes, suspension, steering, engines, transmissions, drivetrains, axels, heating and cooling.
- •TC 2 Demonstrates proficiency of workplace skills.
- TC 3 Verifies through documentation, assessment and diagnosis what repairs were performed on the automobile.
- TC 4 Participates as an integral team member.

#### Associate Degree Outcomes:

- AAS | Demonstrates proficiency of workplace skills.
- AAS 2 Verifies through documentation, assessment and diagnosis what repairs were performed on the automobile.
- AAS 3 Participates as an integral team member
- AAS 4 Advanced skill in diagnostic, service and repair of major automotive systems.

#### Program Options:

Automotive Technology offers an associate of applied science degree and a technical certificate option. The technical certificate is a one-year program. Graduates will have the knowledge and skills needed to apply theoretical concepts and perform diagnostic and repair procedures. For graduates opting to continue their education, these courses are transferable to the Automotive Technology AAS degree program. The associate of applied science degree is a two-year program that contains technical and general education courses. Graduates will be prepared for a wide variety of careers or may choose to continue their education through our academic partnership with Pittsburg State.

YEAR ONE -	TECHNICAL CERTIFICATE COURSES	CREDIT HOURS
PDV 001	First Year Experience	0
AMT 101	Electrical I	3
AMT 103	Electrical 2	2
AMT 107	Engine Performance I	3
AMT 112	Automotive Engines	4
AMT 116	Brakes I	
AMT 118	Manual PowerTrains/ Four-Wheel Drive	4
AMT 213	Climate Control Systems	3
AMT 214	Automatic Transmission/Transaxles	4
AMT 218	Engine Performance 2	4
AMT 219	Suspension and Steering I	3
HHS 268	FA/Heartsaver CPR	2
PDV 101	Professional Development I	
TOTAL YEAR	ONE-TECHNICAL CERTIFICATE CREDIT HOURS	36
TOTALTLAN	ONE-TECHNICAE CENTITICATE CREDIT FIOORS	50
YEAR TWO	ASSOCIATE DEGREE COURSES	CREDIT HOURS
AMT 232	Electronic Fuel Injection	4
AMT 234	Light Duty Diesel	4
AMT 241	Service Management	4
AMT 242	Alternative Fuel Systems	
EG	English Credit (EG 100 or higher)	3
SP	Communication Credit	3
MA	Math Credit (MA 107 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
PY or SO	Psychology or Sociology	3
TOTAL PROG		
	SRAM CREDIT HOURS	
	GRAM CREDIT HOURS	
	specially in our partnership High Schools, there is also an elective basic automotive course available.	
For students, e		68-69

# **BUSINESS TECHNOLOGY**

From a one-person office to large organizations, individuals trained in office management, computer software, accounting, transcription and legal assisting are in high-demand. Students learn how to be productive and efficient leaders within an office setting, and are provided real-life working situations as an administrative assistant, office professional, office manager, financial assistant, and payroll clerk through internship opportunities.

#### Program Mission:

Students completing courses in the Business Technology curriculum will participate in office activities, use technology essential to business, and apply business knowledge in a diverse and changing global society.

## Technical Certificate Outcomes:

- •TC | Demonstrates proficiency in business & publication software.
- TC 2 Demonstrates proficiency in verbal and written business communication.
- TC 3 Accurately create and edit error-free documents.
- TC 4 Apply accounting principles to a business environment.
- •TC 5 Demonstrate appropriate work-ethic traits through personal conduct and effective teamwork.

## Associate Degree Outcomes:

- AAS I Apply knowledge of various advanced business software.
- AAS 2 Apply proficiency in skills used in creating a variety of error-free documents.
- AAS 3 Analyzes and solve business problems in a specialized field.

# Program Options:

Business Technology offers a technical certificate and associate of applied science degree option. The technical certificate is a one-year program. Graduates will have the knowledge and skills to perform numerous office activities (accounting, filing, transcription) and use the latest technology (computers software, internet). For graduates wanting to continue their education, Business Technology also offers an AAS degree program. The associate of applied science degree is a two-year program that contains technical and general education courses. This program is available completely online.

YEAR ONE	- TECHNICAL CERTIFICATE COURSES	CREDIT HOURS
PDV 001	First Year Experience	0
BUS 113	Business Accounting	3
BUS 131	Computer Applications	3
BUS 132	Office Procedures	4
BUS 134	Leadership Development	3
BUS 135	Introduction to Business	3
BUS 136	Outlook	2
BUS 137	Marketing	3
BUS 139	Internship I	3
BUS 212	Business Communication	3
BUS 222	Computerized Accounting	2
BUS 229	Database Management	3
TOTALYEA	R ONE-TECHNICAL CERTIFICATE CREDIT HOURS	32
YEAR TWO	) - ASSOCIATE DEGREE COURSES	CREDIT HOURS
BUS 217	Management	3
BUS 237	Internship II	3
BUS 218	Business Law	3
BUS 238	Internship III	3
EG 103	English Composition I	3
SP 100	Public Speaking	3
MA	Math Credit (MA 107 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
PY or SO	Psychology or Sociology	3
TOTAL PRO	OGRAM CREDIT HOURS	60-61
	o have an opportunity to complete additional internships and earn advanced train of elective courses available to students.	ing in office activities and the latest office technology. There
FLECTIVE/S	KILLS COURSE	CREDIT HOURS
BUS 099	Keyboarding	
BUS 128	Customer Service	
BUS 138	Desktop Publishing	
BUS 226	Access Advanced App. for MOS Certification	
BUS 227	PowerPoint Advanced App. MOS Certification	
BUS 233	Accounting II	
BUS 239	Legal Office Procedures	
BUS 240	Legal Assisting/Paralegal	
BUS 242	Entrepreneurship	
BUS 243	Excel for MOS Certification	
BUS 244	Word for MOS Certification	
BUS 251	Start Your Own Business	
200 201	Star C Todi C 7711 Dasi ICSS	

# COMPUTER PROGRAM DESIGN & DEVELOPMENT

Computer programmers are the builders and problem solvers of the 21st century. With technology integrated into nearly every aspect of daily life, hands-on training in Computer Program Design and Development prepares students for a fast-paced, high-demand career that focuses on design, programming languages, troubleshooting and repair using the latest technology and software.

## Program Mission:

Students successfully completing the Computer Program Design & Development's curriculum will recognize and identify real-life problems and apply object-oriented design principles to develop appropriate solutions. These solutions will be developed and applied throughout the use of current programming languages and productivity software. The students will also utilize and apply their knowledge of computer hardware for the purpose of troubleshooting, repairing, maintaining and supporting the appropriate technology. Students will apply this knowledge to current business and industry standards.

# Associate Degree Outcomes:

- AAS I Demonstrates use of professional and team behavior in classroom and lab situations.
- AAS 2 Demonstrates excellent communication and leadership skills.
- AAS 3 Utilizes & applies knowledge of computer hardware for the purpose of troubleshooting, repairing, maintaining and supporting the appropriate technology.
- AAS 4 Independently able to analyze and apply computer programming language skills & structures creatively & ethically.
- AAS 5 Applies effectively computer language concepts and transfers skills from one language to another language.

## Program Options:

Computer Program Design and Development offers an associate of applied science degree option. The associate of applied science degree is a two-year program that contains technical and general education courses. Graduates will have the knowledge and skills needed to identify operational problems and design solutions using programming languages and productivity software. Graduates will also be able to troubleshoot, repair, maintain and support computer hardware in accordance with business and industry standards.

YEAR ONE	- ASSOCIATE DEGREE COURSES	CREDIT HOURS
PDV 001	First Year Experience	
CPD 119	Fundamental Visual Basic	4
CPD 121	Game Design & Development Research	3
CPD 124	Leading Edge Web Design Fundamentals	4
CPD 125	Leading Edge Web Design Advanced	4
CPD 126	Program Logic & Design	
CPD 210	Access Database Concepts, Design & Application	
CPD 226	SQL Database Concepts, Design & Application	3
CPD 228	Advanced Visual Basic	4
TOTALYEA	R YEAR ONE CREDIT HOURS	30
YEAR TWC	) - ASSOCIATE DEGREE COURSES	CREDIT HOURS
CPD 222	JAVA Programming	3
CPD 229	C# Programming	4
NET 115	Digital Electronics	3
NET 116	PC Servicing and Troubleshooting	3
NET 117	Network Concepts	3
EG 103	English Composition I	3
SP 100	Public Speaking	3
MA IIO	College Algebra	3
BI/CH/PS	Science Credit (with lab)	4-5
PY or SO	Psychology or Sociology	3
TOTAL PRO	OGRAM CREDIT HOURS	62-72
ELECTIVE/S	SKILLS COURSE	CREDIT HOURS
*CPD 242	Directed Studies in CPD	3
*CPD 246	CPD Internship I	
*CPD 247	CPD Internship II	2
*CPD 248	CPD Internship III	3
*CPD 249	CPD Internship IV	4

# COMPUTERIZED MACHINE TOOL ENGINEERING

From space shuttles to plastic products, machine tool technicians play a vital role in the design, fabrication and manufacturing of quality parts. Graduates of the CMTE program are prepared for a highly-skilled job working with special inspection tools and manufacturing equipment in a reliable industry.

#### Program Mission:

Students successfully completing Machine Tool Engineering courses will have the knowledge and skills necessary to compete in the global workplace. Students will demonstrate skills in Manual Machining, Computer Numerical Controlled Machining, Computer Numerical Controlled Programming and Fabrication.

#### Technical Certificate Outcomes:

- TCI Utilizes problem solving techniques in object-oriented/event-driven languages.
- TC2 Demonstrates use of various programming software to build code.
- TC 3 Utilizes object-oriented design principles for building program solutions.
- TC4 Utilizes debugging techniques to alleviate problems within coded programs.
- TC5 Utilizes correct data structures in problem solving and writing code.
- TC 6 Applies ethical standards when designing programs.
- TC 7 Demonstrates creative abilities when developing a program.

#### Associate Degree Outcomes:

- AAS I Demonstrates professional and team behavior in classroom and lab situations.
- AAS 2 Demonstrates excellent communication and leadership skills.
- AAS 3 Utilizes & applies knowledge of computer hardware for the purpose of troubleshooting, repairing, maintaining and supporting the appropriate technology.
- · AAS 4 Independently able to analyze and apply computer programming language skills & structures creatively & ethically.

### Program Options:

Computerized Machine Tool Engineering offers a technical certificate and associate of applied science degree option. The technical certificate is a one-year program. Graduates will possess the knowledge and skills needed to program, tool and operate CNC (Computer Numerically Controlled) mills and lathes. For graduates wanting to continue their education, certificate courses satisfy many of the requirements of the Computerized Machine Tool Engineering AAS degree program. The associate of applied science degree is an accelerated one and a half year program that contains technical and general education courses. The Associate of Applied Science degree contains technical and general education courses, and can be completed with one additional semester of training. The advanced technical portion of this course is taught in the summer. Graduates will possess the knowledge and skills needed to program, tool and operate CNC (Computer Numerically Controlled) mills and lathes, as well as the ability to draw and program in Mastercam.

YEAR ONE	- TECHNICAL CERTIFICATE COURSES	CREDIT HOURS
PDV 001	First Year Experience	0
HHS 268	FA/Heartsaver	2
MTE I I 3	Manual Machining I	
MTE 114	Manual Machining II	
MTE 126	Introduction into Mastercam	4
MTE 127	Conversational Lathe Programming	2
MTE 211	Basic Mill and Lathe Programming	4
MTE 212	Computerized Machine Operation	4
MTE 231	Advanced Mill & Computer Measurement	4
MTE 232	Advanced Lathe Programming	
PDV 101	Professional Development I	
	R ONE-TECHNICAL CERTIFICATE CREDIT HOURS	
VEAR TIA/O		
	- ASSOCIATE DEGREE COURSES	CREDIT HOURS
MTE 234	- ASSOCIATE DEGREE COURSES Computer-Aided Machine Development	CREDIT HOURS
MTE 234 MTE 237	O - ASSOCIATE DEGREE COURSES	
MTE 234 MTE 237 *MTE 243	O - ASSOCIATE DEGREE COURSES	
MTE 234 MTE 237 *MTE 243 *MTE 246	O - ASSOCIATE DEGREE COURSES	
MTE 234 MTE 237 *MTE 243 *MTE 246 EG	O - ASSOCIATE DEGREE COURSES	
MTE 234 MTE 237 *MTE 243 *MTE 246 EG SP	O - ASSOCIATE DEGREE COURSES	
MTE 234 MTE 237 *MTE 243 *MTE 246 EG	O - ASSOCIATE DEGREE COURSES	
MTE 234 MTE 237 *MTE 243 *MTE 246 EG SP MA BI/CH/PS	O - ASSOCIATE DEGREE COURSES	
MTE 234 MTE 237 *MTE 243 *MTE 246 EG SP MA BI/CH/PS PY or SO	O - ASSOCIATE DEGREE COURSES	
MTE 234 MTE 237 *MTE 243 *MTE 246 EG SP MA BI/CH/PS PY or SO	O - ASSOCIATE DEGREE COURSES	CREDIT HOURS  4  4  6  4  3  3  3 4-5

# DENTAL ASSISTING

Dental Assistants are an important part of the team within a dental office, providing support during examinations and procedures. Through the Dental Assisting program, interactive training focuses on dental concepts and practices, chairside assisting, radiography, office management and real-world internship experience.

#### Program Mission:

Students of the Dental Assisting Department will participate in planned supervised experiences directed toward teaching students to perform dental assisting techniques with precision, safety and efficiency. They will demonstrate assisting skills and integrate these skills into the total curriculum. Students will be active in team cooperation and develop personal growth toward life-long learning.

#### Technical Certificate Outcomes:

- •TC | Apply professional code of ethics in all endeavors.
- TC 2 Provide dental assisting care to promote patient/client health and wellness using critical thinking skills.
- TC 3 Demonstrate the specific and related skills and knowledge necessary to the duties of a dental assistant.
- TC 4 Promote the dental assisting profession through service activities and affiliations with professional organizations.
- TC 5 Develop a spirit of cooperation, individual initiative, and self-reliance.
- TC 6 Continuously perform self-assessment for lifelong learning and professional growth.
- TC 7 Provide care to all clients using an individualized approach that is humane, empathetic, and caring within the scope of the dental assistant.
- TC 8 Communicate effectively with individuals and groups from diverse populations.
- TC 9 Students will relate overall nutritional criteria to dental health.
- TC 10 Students will recognize various oral/facial anatomical features.

# Associate Degree Outcomes:

- AAS | Relates current advances & controversies in healthcare delivery.
- AAS 2 Integrates knowledge of health related ethical issues into healthcare delivery.

#### Special Notes:

Students are required to complete a pre-enrollment interview with faculty to determine program acceptance.

Students admitted to the FHTC Dental Programs are subject to contact with blood and/or body fluids. FHTC Dental Programs follow all OSHA Bloodborne Pathogen, Exposure Control Guidelines, and the Universal and Standard precautions throughout the pre-clinical, lab and clinical experiences.

# Program Options:

Dental Assisting offers a technical certificate and associate of applied science degree option. The technical certificate is a one-year program. Graduates will have the knowledge and skills (chair side functions and management) necessary for entry-level employment in dental offices. Certificate courses also fulfill many of the requirements of the Dental Assisting AAS degree program. The associate of applied science degree is a two-year program that contains technical and general education courses. These planned and supervised experiences—classroom, laboratory, clinical internship—help graduates develop the knowledge and skills needed to perform procedures with precision, safety and efficiency consistent with proven dental concepts and practices.

YEAR ONE	- TECHNICAL CERTIFICATE COURSES	CREDIT HOURS
PDV 001	First Year Experience	
DNA 103	Chairside Assisting I	4
DNA 104	Infection Control for the Dental Practice	
DNA 116	Human Anatomy	
DNA 117	Oral Anatomy	
DNA 118	Dental Radiology I	3
DNA 119	Dental Materials I	4
DNA 120	Preventative Dentistry	
DNA 202	OSHA Compliance for the Dental Practice	2
DNA 203	Clinical Chairside	
DNA 205	Dental Radiology II	
DNA 206	Dental Materials II	
DNA 215	Dental Practice Management	
DNA 219	Mgmt of Medical Emergencies and Pharmacology	
DNA 220	Clinical Internship	7
HHS 261	First Aid/CPR	
HYG 112	Nutrition and Oral Health	2
HYG 215	Nitrous Oxide Sedation	
PDV 108	Professional Development	I
TOTALYEA	R ONE-TECHNICAL CERTIFICATE CREDIT HOURS	37
YEAR TWO	- ASSOCIATE DEGREE COURSES	CREDIT HOURS
BUS 131	Computer Applications	3
BUS 135	Introduction to Business	3
DNA 243	Dental Office Management Clinical Internship (by arrangement)	
HHS 242	Current Trends in Health Care	3
EG 103	English Composition I	3
SP	Communication Credit	
MA	Math Credit (MA 107 or higher)	
BI/CH/PS	Science Credit (with lab)	4-5
PY or SO	Psychology or Sociology	3
TOTAL PRO	GRAM CREDIT HOURS	67-68

# DENTAL HYGIENE

The accredited Dental Hygiene program prepares students for a challenging and rewarding career as a primary care oral health professional. Students participate in interactive experiences directed toward performing dental hygiene diagnosis and assessment with precision, safety and efficiency while focusing on team cooperation and personal growth.

#### Program Mission:

Students of the Dental Hygiene Program participate in planned and supervised experiences as directed toward teaching students to perform dental hygiene techniques with precision, safety, and efficiency. They will demonstrate dental hygiene skills and integrate these skills into the total curriculum. Students will participate in patient care and make decisions regarding appropriate services to meet the needs of those patients. Students will be active in team cooperation and develop skills to protect and care for patient during clinical application.

# Associate Degree Outcomes:

- AAS I Apply professional code of ethics in all endeavors.
- AAS 2 Provide dental hygiene care to promote patient/client health and wellness using critical thinking in provision of evidence-based practices.
- AAS 3 Assume responsibility for dental hygiene actions and care based on accepted standards of practice.
- AAS 4 Continuously perform self-assessment for lifelong learning and professional growth.
- AAS 5 Advance the profession through service activities and affiliations with professional organizations.
- AAS 6 Communicate effectively with individuals and groups from diverse populations.
- AAS 7 Provide documentation for assessment, diagnosis, planning, implementation and evaluation of dental hygiene services.
- AAS 8 Provide care to all clients using an individualized approach that is humane, empathetic and caring.

#### Special Notes:

Admission into the program is competitive. Students are required to complete a pre-enrollment application process determine program acceptance. Student must have a 2.8 or higher GPA in all college courses.

Students admitted to the FHTC Dental Programs are subject to contact with blood and/or body fluids. FHTC Dental Programs follow all OSHA Bloodborne Pathogen, Exposure Control Guidelines, and the Universal and Standard precautions throughout the pre-clinical, lab and clinical experiences.

# Program Options:

Dental Hygiene offers an associate of applied science degree option. The associate of applied science degree is a two-year program that contains technical and general education courses. Students will participate in planned and supervised experiences directed toward performing dental hygiene diagnosis and assessment with precision, safety and efficiency. They will demonstrate hygiene skills and integrate these skills into the total curriculum. Students will be active in team cooperation and develop personal growth toward life-long learning. Acceptance into the program is contingent upon completing the necessary prerequisite courses.

REQUIRED I	PREREQUISITE COURSES	CREDIT HOURS
CH 125/126	Chemistry I with Lab	
BI 202/203	Anatomy & Physiology with Lab	5-8
BI 205/208	Microbiology with Lab	4-5
EG 103	English Composition I	
TOTAL REQ	UIRED PREREQUISITE CREDIT HOURS	17-21
YEAR ONE	- ASSOCIATE DEGREE COURSES	
PDV 001	First Year Experience	
HYG II0	Dental Radiography	
HYG III	Dental Materials	
HYG 112	Nutrition and Oral Health	
HYG I I 3	CPR/First Aid/Medical Emergency	
HYG 120	Clinical Dental Hygiene I: Pre-Clinic	
HYG 125	Embryology/Histology and Oral Anatomy	
HYG 204	Periodontics	3
HYG 205	Hygiene Education and Prevention	2
HYG 212	Clinical Dental Hygiene II	
HYG 213	General & Oral Pathology	3
TOTALYEAR	R ONE-ASSOCIATE DEGREE CREDIT HOURS	28
YEAR TWO	- ASSOCIATE DEGREE COURSES	CREDIT HOURS
HYG 214	Pharmacology	2
HYG 215	Nitrous Oxide Sedation	
HYG 217	Dental Analgesics and Therapeutics	2
HYG 219	Dental Public Health	
HYG 220	Clinical Dental Hygiene III	6
HYG 230	Clinical Dental Hygiene IV	
HYG 231	Board Exam Review	
HYG 232	Special Needs	
SP	Communication Credit	
MA IIO	College Algebra	3
PY 100	Introduction to Psychology	
SO 100	Introduction to Sociology	
TOTAL PRO	GRAM CREDIT HOURS	80-84
Certification	and/or continuing education courses may be offered at various times throughout the	year.
ELECTIVE/SH	KILLS COURSE	CREDIT HOURS
CED 131	Supragingival Scaling	0

# EMERGENCY SERVICES TECHNOLOGY

Emergency services providers function in the uncontrolled, pre-hospital environment that includes patient stabilization, basic and advanced life support, and safe transport to the appropriate healthcare facility. Students in the EST program are prepared for these intense situations, through hands-on, real-world experience and Dispatch/EMT/AEMT certification.

#### Program Mission:

The mission of the Emergency Medical Services Technology program is to prepare students for entry-level positions in the EMS profession and advancement in their chosen career. Students will participate in planned experiences directed toward performing pre-hospital care activities with precision, safety and efficiency consistent with concepts and practices of health care entities and disciplines.

# Technical Certificate and Associate Degree Outcomes:

- EST | Apply fundamental knowledge of the EMS system, safety/wellbeing of the EMT, medical/legal, and ethical issues to the provision of emergency care.
- EST 2 Apply fundamental knowledge of the anatomy and physiology of all human systems to the practice of EMS.
- EST 3 Use foundational anatomical and medical terms and abbreviations in written and oral communication with colleagues and other health care professionals.
- EST 4 Apply fundamental knowledge of the pathophysiology of respiration and perfusion to and knowledge of life span development to patient assessment and management.
- EST 5 Use knowledge of the principles of illness and injury prevention in emergency care.
- EST 6 Apply scene information and patient assessment findings to guide emergency management.
- EST 7 Apply a fundamental knowledge of the causes, pathophysiology, and management of shock, respiratory failure or arrest, cardiac failure or arrest, and post-resuscitation.
- EST 8 Apply fundamental knowledge to provide basic emergency care and transportation based on assessment findings to provide emergency care and transportation for a patient with special needs.
- EST 9 Apply fundamental knowledge of growth, development, aging and assessment findings to provide emergency care and transportation for a patient with special needs.
- EST 10 Apply knowledge of operational roles and responsibilities to ensure patient, public, and personnel safety

## Special Notes:

Students must pass a criminal background check for this program of study and be 17 years of age or older. Students admitted to the FHTC Emergency Services Technology programs are subject to contact with blood and/or body fluids. FHTC follow all OSHA Bloodborne Pathogen, Exposure Control Guidelines, and the Universal and Standard precautions throughout the lab and clinical experiences.

## Program Options:

Emergency Dispatch offers a technical certificate and provides graduates with the necessary telecommunications skills and medical knowledge in order to be effective in serving the public's emergency medical needs as part of the local EMS system. The EMS Dispatch Technology Program is certified by Priority Dispatch Corp. and Kansas Board of EMS.

YEAR ONE	EMERGENCY DISPATCH TECHNICAL CERTIFICATE COURSES	
PDV 001	First Year Experience	
DIS 101	Emergency Medical Dispatcher	5
DIS 103	First Responder (EMR)	
DIS 110	Fire Services Clinical	
DIS III	City Law Enforcement Clinical	
DIS 112	County Law Enforcement Clinical	
HHS 261	First Aid/CPR	
PDV 101	Professional Development	
SP 200	Interpersonal Communication	
IOIALILAI	NONE-TECHNICAL CENTIFICATE CREDIT HOORS	20
Emergency S	ervices Technology Technical Certificates and Associate of Applied Science Degrees tificate A is a one-year program with First Responder and Emergency Medical Technician courses. Emergency !	Son icos Tochnology Tochnical
Certificate B	is a one-year program with an inclusive curriculum for basic medical knowledge as well as Emergency Service	training Emergency Services
Technology o	ffers a two-year associate of applied science degree option. The associate of applied science degree combines ge	neral education and technical
education col	irses, in addition to Emergency Medical Technician and Advanced Emergency Medical Technician certification. Gra	duates are prepared for both
	d advanced training positions in emergency services fields.	sauces are prepared for bour
EMEDICENIC	Y SERVICES TECHNOLOGY TECHNICAL CERTIFICATE A	CREDIT HOLIDS
PDV 001	First Year Experience	
DIS 103	First Responder (EMR)	
EMS 103	Emergency Medical Technician (EMT)	
TOTAL TECH	HNICAL CERTIFICATE A HOURS	18
YEAR ONE	EMERGENCY SERVICES TECHNOLOGY TECHNICAL CERTIFICATE B	CREDIT HOURS
PDV 001	First Year Experience	
BI 202	Anatomy and Physiology	
BI 203	Anatomy and Physiology Lab	
DIS 103	First Responder (EMR)	
EMS 103	Emergency Medical Technician (EMT)	
EMS 108	Hazardous Materials Awareness & Operations	2
EMS 119	Medical Report Writing	2
HHS 115	Medical Terminology	
HHS 261	First Aid CPR	
PDV 101	Professional Development I	
SP 200		
	Interpersonal Communications	
EN SER CENTO	V SERVICES TECHNICIO COVASSO CIATE OF ARRUFT SCIENICE	
	Y SERVICES TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE	CREDIT HOURS
PDV 001	First Year Experience	
DIS 103	First Responder (EMR)	
HHS 115	Medical Terminology	
HHS 261	First Aid CPR	
EMS 103	Emergency Medical Technician (EMT)	
EMS 108	Hazardous Materials Awareness & Operations	2
YEAR TWO		CREDIT HOLIDS
EMS 104	Advanced Emergency Medical Technician (AEMT)	
EMS 105	Advanced Emergency Medical Technician (AEMT) Hospital Clinical	
EMS 106	Advanced Emergency Medical Technician (AEMT) Field Internship	
EMS 109	ACLS	
EMS119	Medical Report Writing	
HHS II3	Nitrous Oxide Sedation	
PDV 101	Professional Development	
EG	English Credit (EG 100 or higher)	ک
MA	Math Credit (MA 107 or higher)	
BI202/203	Anatomy and Physiology with Lab	
PY 100	Introduction to Psychology	
SP 200	Interpersonal Communications	3
TOTAL PRO	CDAM CDEDIT LIQUIDS	
	GRAM CREDIT HOURS	62
	and/or continuing education courses may be offered at various times throughout the year.	62
Certification	and/or continuing education courses may be offered at various times throughout the year.	
Certification CERTIFICAT	and/or continuing education courses may be offered at various times throughout the year.	CREDIT HOURS
Certification CERTIFICAT CED 231	and/or continuing education courses may be offered at various times throughout the year.  ION/CONTINUING EDUCATION COURSE	CREDIT HOURS
Certification CERTIFICAT CED 231 EMS 103	and/or continuing education courses may be offered at various times throughout the year.  ION/CONTINUING EDUCATION COURSE	CREDIT HOURS
Certification CERTIFICAT CED 231	and/or continuing education courses may be offered at various times throughout the year.  ION/CONTINUING EDUCATION COURSE	CREDIT HOURS

# GRAPHIC ARTS TECHNOLOGY

Graphic Artists are in the business of visual communication. Whether traditional "ink-on-paper" printing or on the Internet, graphic artists use some of the most current technology and advanced communications tools to produce ideas, images, and messages. Students will learn to apply graphic art concepts, formulas, operational procedures and production principles, preparing them for a creative and exciting career.

#### Program Mission:

To be preferred Graphic Arts Training Center within the State of Kansas, by providing demonstrated educational leadership through the integration of new technology and the development of appropriate business and industry partnerships while meeting customer's expectations.

## Technical Certificate Outcomes:

- •TC | Demonstrate use of industry software for digital file preparation.
- TC 2 Demonstrate elementary use of various digital and analog input and output devices.
- TC 3 Incorporate the use of various production procedures in pre-press functions.
- TC 4 Operate offset duplicators and presses in a safe manner.
- TC 5 Operate screen-printing equipment in a safe manner.
- TC 6 Demonstrate use of binding and finishing equipment.

## Associate Degree Outcomes:

- AAS | Demonstrate advanced use of industry standard software for digital file preparation.
- AAS 2 Demonstrate advanced use of various digital and analog input and output devices
- AAS 3 Demonstrate accurate customer order production skills

# Program Options:

Graphic Arts Technology offers a technical certificate and associate of applied science degree option. The technical certificate is one-year program. Graduates will have an understanding and skills to apply graphic art concepts, formulas, operational procedures and production principles in accordance with industry standards. These experiences prepare graduates for entry-level positions in the graphic arts industry. Graduates seeking to continue their education can transfer certificate courses to the Graphic Arts Technology AAS degree program. The associate of applied science degree is a two-year program that contains technical and general education courses. Graduates will have an understanding and ability to apply graphic art concepts, formulas, operational procedures and production principles in accordance with industry standards.

YEAR ONE	- TECHNICAL CERTIFICATE COURSES	CREDIT HOURS
PDV 001	First Year Experience	C
GAT 101	Survey of Graphic Communications	2
GAT 107	Graphic Reproduction Process I	4
GAT 109	Screen Printing Applications	2
GAT 117	Graphic Design I	4
GAT 124	Finishing and Binding	4
GAT 127	Layout Software	2
GAT 137	Illustration Software	4
GAT 220	Materials and Processes	4
GAT 247	Photo Software	4
TOTALYEA	R ONE-TECHNICAL CERTIFICATE CREDIT HOURS	30
YEAR TWO	) - ASSOCIATE DEGREE COURSES	
GAT 222	Graphic Reproduction Processes II	
GAT 229	Projects in Screen Printing	
GAT 234	Graphic Design II	4
GAT 241	Advanced Graphic Production	4
GAT 250	Photography	4
EG	English Credit (EG 100 or higher)	3
SP	Communication Credit	
MA	Math Credit (MA 107 or higher)	
BI/CH/PS	Science Credit (with lab)	4-5
PY or SO	Psychology or Sociology	3
TOTAL PRO	OGRAM CREDIT HOURS	64-65
ELECTIVE/S	SKILLS COURSE	CREDIT HOURS
*ART 144	Technical Internship	4
*ART 148	Technical Internship	8
*ART 244	Technical Internship	4
*ART 248	Technical Internship	8

# HEALTH OCCUPATIONS TECHNOLOGY

Explore career possibilities in healthcare with the one-year Health Occupation Technology program. Graduates receiving their technical certificate are prepared for full-time college health programs and receive training for employment opportunities. Students participate in interactive experiences directed toward performing health-related measures with precision, safety and efficiency consistent with fundamental health concepts and practices.

## Program Mission:

Health Occupations Technology Students will participate in planned and supervised experiences directed toward performing health-related measures with precision, safety and efficiency consistent with fundamental health concepts and practices. Clinical practice is correlated with basic therapeutic knowledge and introductory content from the biological and behavioral sciences.

#### Technical Certificate Outcomes:

- TC | Gain certification in the healthcare field and/or continue education in a health-related program of study.
- •TC 2 Achieve state certification in CNA, HHA, and CPR.
- •TC 3 Integrate knowledge and skills in individualized health care of the patient/resident.
- •TC 4 Relate principles from an expanding body of knowledge of the biological and behavioral sciences to the healthcare profession.
- TC 5 Participate as an integral team member.
- TC 6 Demonstrate proficiency of workplace skills.

#### Program Options:

Health Occupation Technology offers a one-year technical certificate option. Through a variety of introductory courses, students are prepared for full-time college health programs and receive training for career focused employment opportunities. Students participate in planned and supervised experiences directed toward performing health-related measures with precision, safety and efficiency consistent with fundamental health concepts and practices. Clinical practice is correlated with basic therapeutic knowledge and skills needed for employment.

	CREDIT HOURS
First Year Experience	0
Certified Nurse Aide	5
Home Health Aide	
Health Occupations I	4
Restorative Aide	
First Aid/CPR	
Health Occupations II	3
Introduction to Massage Therapy	
Front Office Medical Skills	
Professional Development I	
Professional Development I  R ONE-TECHNICAL CERTIFICATE CREDIT HOURS	
R ONE-TECHNICAL CERTIFICATE CREDIT HOURS	18 CREDIT HOURS
R ONE-TECHNICAL CERTIFICATE CREDIT HOURS	18 CREDIT HOURS
R ONE-TECHNICAL CERTIFICATE CREDIT HOURS  FION/CONTINUING EDUCATION COURSE  Medication Aide Update  CPR Healthcare Provider.	
R ONE-TECHNICAL CERTIFICATE CREDIT HOURS	
R ONE-TECHNICAL CERTIFICATE CREDIT HOURS	
R ONE-TECHNICAL CERTIFICATE CREDIT HOURS	
	First Year Experience

# HOSPITALITY/CULINARY ARTS

The Hospitality/Culinary Arts major is a unique program that combines culinary and baking arts as well as hospitality management. Students will have real-world catering experiences and the opportunity to utilize the Fusion Food Truck, the only food truck curriculum in Kansas. This program teaches the skills needed to become entrepreneurs in the food industry.

# Program Mission:

Students completing the Hospitality/ Culinary Arts Program will demonstrate the knowledge, skills and technical abilities that meet or exceed an industry acceptable level for entry-level positions in the Hospitality and Culinary Arts fields. Students will demonstrate their ability to safely and properly operate a variety of commercial foodservice equipment, knife skills, understanding and application of nutrition, cooking methods and techniques, personnel supervision, and have the ability to read and interpret basic financial statements, as well as understand the importance of catering administrative functions, such as Banquet Event Orders, and contracts, and will successfully complete the Food Sanitation course, while earning the ServSafe certification. Students will also have an understanding of related Hospitality/ Culinary Arts subjects such as Human Resources, and an understanding of food ordering, receiving, storage, rotation, and product identification and utilization.

# Hospitality Dietary Manager Technical Certificate Outcomes:

- HDM | Practice and demonstrate industry standard knowledge and skills regarding sanitation, personal hygiene and safety procedures.
- HDM 2 Practice and demonstrates proficiency and knowledge required in the basic disciplines of dietary management, culinary nutrition, culinary production and hospitality management.
- HDM 3 Students practice the ability to accommodate, food allergens and special dietary needs and address nutritional concerns under the direction of a supervised internship.

#### Hospitality/Culinary Arts Technical Certificate Outcomes:

- •TC | Practice and demonstrate industry standard knowledge and skills regarding sanitation, personal hygiene and safety procedures.
- TC 2 Practice and demonstrate proficiency and knowledge required of professional culinarians in the basic disciplines of baking, pastries and culinary production and management.
- •TC 3 Develops employable skills required to contribute in a professional foodservice operation.
- •TC 4 Demonstrate an ability to work individually and as a team member in a professional manner.

## Associate Degree Outcomes:

- AAS I Identify and apply rigorous industry standard knowledge and skills regarding sanitation, personal hygiene, safety procedures and professionalism.
- AAS 2 Display competency of preparation and time management and culinary skills that meet industry standards through successful completion of written and practical exams.
- AAS 3 Provide a common body of knowledge in hospitality/culinary management coupled with a broad education and awareness of skills which will prepare students for responsible leadership in the hospitality industry.
- AAS 4 Practice and demonstrate proficiency and knowledge required of professional culinarians in the disciplines of baking, pastries and culinary production and catering; including flavor profiling, ingredient selection, nutrition, and presentation principles.
- AAS 5 Students practice team concepts in planning, purchasing, preparing and serving food items in a variety of professional food service
- AAS 6 Develops employable skills required to contribute in a professional foodservice operation. Including, food and beverage management principles, leadership, customer service and interpersonal skills.

# Hospitality/Culinary Arts Program Options:

Hospitality/Culinary Arts offers a technical certificate and associate of applied science degree option. The technical certificate is a one-year program. Graduates will be able to prepare and serve cuisine found in fine dining establishments, practice sanitation and safety, and efficiently utilize equipment, supplies and manage personnel. Certificate courses are transferable to the AAS degree program. The associate of applied science degree is a two-year program that contains technical and general education courses. Graduates will be able to apply the principles of supervision and human resource management including employee recruitment, selection, orientation, productivity and labor controls. Graduates will also have the knowledge to exert a higher level of control over the cooking process, prepare American and international cuisine and learn the elements of garde manager, baking, pastries and confections. Graduates will be prepared for a wide variety of careers or may choose to continue their education through our academic partnership with Kansas State University.

# Hospitality Dietary Manager Program Options:

Hospitality Dietary Manager technical certificate. This program will prepare individuals to assist registered dietitians in planning, preparing and serving meals to individuals with specific dietary needs. Includes instruction in equipment use, food preparation, diet regulations, food handling, safety and sanitary standards and administrative techniques and procedures.

YEAR ONE -	HOSPITALITY DIETARY MANAGER TECHNICAL CERTIFICATE COURSES	CREDIT HOURS
PDV 001	First Year Experience	0
EG 103	English Composition I	3
HCA 104	Culinary Techniques & Theory	3
HCA II0	Restaurant Management & Leadership	
HCA 128	Food Sanitation	
HCA 135	Hospitality Accounting, Purchasing and Cost Controls	3
HCA 202	Hospitality Supervision & Marketing	
HCA 222	Technical Internship	
HCA 234	Special Diets, Allergens & Food Accommodations	
HHS 101	Growth and Development	
HHS 267	F/A Heartsaver CPR	
*HCA 216	Culinary Nutrition	
*HHS 119	Nutrition	
	r HCA 216 or HHS 119	
*HHS 241	Health Care Practice Management	3
*HHS 242	Current Trends in Healthcare	3
*HHS 243	Healthcare Management Research	
NSG 224	KSPN Care of Aging Adults	
	HHS 241, HHS 242, HHS 243	Σ
TOTALYEAR	ONE-HOSPITALITY DIETARY MANAGER TECHNICAL CERTIFICATE CREDIT HOURS	31-32
YEAR ONE -	HOSPITALITY/CULINARY ARTS TECHNICAL CERTIFICATE COURSES	CREDIT HOURS
PDV 001	First Year Experience	0
HCA 104	Culinary Techniques & Theory	3
HCA 106	Introduction to Baking and Pastries	3
HCA 107	Sustainability and Environmental Issues	
HCA 109	Introduction to Garde Manger	3
HCA IIO	Restaurant Management & Leadership	
HCA 128	Food Sanitation	
HCA 131	Baking Theory, Pastry and Confections	
HCA 132	Intermediate Culinary Techniques & Theory	
HCA 133	Catering and Banquet Production	
HCA 134	Advanced Garde Manger	
HCA 135	Hospitality Accounting, Purchasing and Cost Controls	
HCA 216	Culinary Nutrition	
HHS 268	F/A Heartsaver CPR	
TOTALYEAR	ONE-HOSPITALITY/CULINARY ARTS TECHNICAL CERTIFICATE CREDIT HOURS	34
YEAR TWO -	HOSPITALITY/CULINARY ARTS ASSOCIATE DEGREE COURSES	CREDIT HOURS
HCA 200	American Regional Cuisine	
HCA 201	Food Truck Practicum	
HCA 202	Hospitality Supervision & Marketing	3
HCA 203	World Cuisine	3
HCA221-223	Technical Internship	2-4
HCA	Elective Course*	
EG	English Credit (EGI00 or higher)	3
SP	Communication Credit	3
MA	Math Credit (MA 107 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
PY or SO	Psychology or Sociology	
	om the following options to meet degree requirements	
TOTAL PROG	GRAM CREDIT HOURS	65-72
ELECTIVE/SK	ILLS COURSE	CREDIT HOURS
HCA 233	Modern Gastronomy	2
HCA 234	Special Diets, Allergens & Food Accommodations	2
HCA 235	Advanced Baking & Retail Production	2

# INDUSTRIAL ENGINEERING TECHNOLOGY

Training in Industrial Engineering opens doors for a variety of careers working with mechanical systems, robotics, electrical circuits, fluid control systems and advanced conveyors. Students receive several industry-recognized certifications, including OSHA 10, while learning in a high-tech, hands-on environment.

#### Program Mission:

To provide educational opportunities directed toward installing, maintaining and programming machines and equipment common to all industrial facilities with safety, reliability, and efficiency.

## Technical Certificate Outcomes:

- •TC | Demonstrates proficiency of workplace skills and safety.
- TC 2 Understands OSHA requirements for industrial facilities.
- TC 3 Utilizes the correct tools used by industrial mechanics.
- TC 4 Applies NEC regulations to residential wiring.
- TC 5 Demonstrates proficiency in industrial electricity and motor control operations.

# Associate Degree Outcomes:

- AAS I Applies knowledge to solve problems in troubleshooting.
- AAS 2 Demonstrates proficiency in PLC programming and operations.
- AAS 3 Demonstrates the ability to program analog signals.

## Program Options:

Industrial Engineering Technology offers a technical certificate and associate of applied science degree option. Several IET classes are offered in a hybrid-online format. The technical certificate is a one-year program. Students will have the opportunity to achieve a OSHA 10 General Industry certification. The associate of applied science degree, is a two-year program that contains technical and general education courses. Graduates will have the knowledge and skills needed to install, service and repair machines and equipment common to all industries.

YEAR ONE	- TECHNICAL CERTIFICATE COURSES	CREDIT HOURS
PDV 001	First Year Experience	
HHS 268	FA/Heartsaver	2
IET 113	Industrial Electricity	4
IET 114	Industrial Wiring	4
IET 115	Residential Wiring I	4
IET 120	Electrical Troubleshooting	4
IET 213	Motor Controls	4
IET 231	Mechatronics	4
IET 233	Industrial Mechanical Principles	4
IET 243	Hydraulics and Pneumatics	4
PDV 101	Professional Development I	
TOTALYEA	AR ONE-TECHNICAL CERTIFICATE CREDIT HOURS	
YEAR TWC	) - ASSOCIATE DEGREE COURSES	CREDIT HOURS
IET 214	Programmable Controllers	4
IET 217	Instrumentation	
IET 246	Engineering Energy Applications	
*IET 254	Troubleshooting	
TCH 231	Introduction to Welding	
EG	English Credit (EG 100 or higher)	3
SP	Communication Credit	
MA	Math Credit (MA 107 or higher)	
BI/CH/PS	Science Credit (with lab)	
PY or SO	Psychology or Sociology	3
TOTAL PRO	DGRAM CREDIT HOURS	
ELECTIVE/S	SKILLS COURSE	
TCH 124	OSHA (elective – not required)	
*IFT 250	Internship (can substitute for IFT 254)	4

# INTERACTIVE MULTIMEDIA DESIGN

The IMD program allow students to be creative while perfecting their technical skills in video production, animation, web content, instructional design, and the production workflow process. All classes provide students hands-on experience while creating multimedia projects, by completing pre-production, production, and post-production tasks.

## Program Mission:

Students entering into the broad field of Multimedia will gain an overall view of how the various components of video production, web production, computer graphics and presentation work together to educate the audience. The destination for content creation has expanded to include not only the Internet but hand held devices and new presentation mediums. Students will learn how to present information for these new venues. Students will learn the skills to produce content in various media standards and how to present their work to a variety of audiences.

## Technical Certificate Outcomes:

- •TC | Utilizes knowledge of graphics standards and techniques.
- TC 2 Demonstrates use of various graphics software to create imagery.
- TC 3 Utilizes image composition and design principles to complete multimedia projects.
- TC 4 Demonstrates knowledge of encoding video for the web.
- TC 5 Utilizes correct data flow between software packages.
- TC 6 Applies ethical standards when designing graphics.
- TC 7 Demonstrates creative abilities when developing a video project, animation or interactive media.

#### Associate Degree Outcomes:

- AAS I Demonstrates professional and team behavior in classroom and lab situations.
- AAS 2 Demonstrates excellent communication and leadership skills.
- AAS 3 Utilizes and applies knowledge of computer software for the purpose of communicating a message, story or information visually.
- AAS 4 Independently able to analyze client needs and translate them into visual form.
- AAS 5 Applies data management skills for the purpose of efficient project flow and archiving.

## Program Options:

Interactive Multimedia Design offers a technical certificate and associate of applied science degree option. Classes are available online or face-to-face. The technical certificate is a one-year program. The courses provide students with a foundation in multimedia development fundamentals including animation, video productions, and creation of digital graphics for a variety of purposes. The associate of applied science degree is a two-year program that offers students a wide variety of training in various areas of producing interactive digital content including video production, animation, content for the internet and digital media for electronic devices/platforms. Students completing the program will gain cross-platform skills and a complete understanding of the production pipeline (workflow process) including digital video production, interactive presentations and media for multiple formats/devices and content for the web.

YEAR ONE	E - TECHNICAL CERTIFICATE COURSES	CREDIT HOURS
PDV 001	First Year Experience	0
IMD 120	Principles of Computer Graphics	3
IMD 125	Digital Storytelling	3
IMD 131	3D Graphics & Animation I	3
IMD 140	Digital Video Production I	3
IMD 150	Photoshop for Multimedia	3
IMD 161	3D Graphics & Animation II	3
IMD 170	Digital Video Production II	3
IMD 180	Interactive Multimedia I	3
IMD 185	Introduction to Instructional Training Design	3
IMD 190	Compositing I	3
TOTALYEA	AR ONE-TECHNICAL CERTIFICATE CREDIT HOURS	30
YEAR TWO	O - ASSOCIATE DEGREE COURSES	CREDIT HOURS
IMD 222	Compositing II	2
IMD 230	Interactive Multimedia II	3
IMD 240	Multimedia Project Design	2
IMD 252	Advanced Media Production	3
IMD 260	Production Portfolio	3
IMD 270	Project Management and Client Management	2
IMD 285	Digital Video Production Projects	
PDV 101	Professional Development I	
EG	English Credit (EG 100 or higher)	
SP	Communication Credit	3
MA	Math Credit (MA 107 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
PY or SO	Psychology or Sociology	3
TOTAL PRO	OGRAM CREDIT HOURS	65-66
ELECTIVE/S	SKILLS COURSE	CREDIT HOURS
IMD 273	Production Internship	

# NFTWORK TECHNOLOGY

A degree in Network Technology prepares students for a career in a dynamic and high-demand industry. Through hands-on training, students develop skills to build, install, maintain and repair computers and the computer networks to which they are attached.

## Program Mission:

Students successfully completing the Network Technology curriculum will develop professional skills that prepare them for immediate employment in the field of computer or IT (Information Technology) network support and administration. In developing these skills, students will:

- Install, configure, and troubleshoot computer networks using industry standard hardware and software technologies.
- · Manage, maintain, and secure common network services using industry standard network operating systems and protocols.
- Prepare to take CompTIA, Linux Professional Institute, Microsoft, and Cisco certification exams

# Associate Degree Outcomes:

- AAS | Apply best practices in the management and administration of industry-standard client and server operating systems.
- AAS 2 Demonstrate effective troubleshooting techniques in solving computer technology problems.
- AAS 3 Demonstrate the ability to install and configure computer software and hardware devices.
- AAS 4 Design and maintain a computer network.
- AAS 5 Apply effective security practices in a network environment.
- AAS 6 Obtain computer industry certification

## Program Options:

Network Technology offers an associate of applied science degree option. The associate of applied science degree, with a major in Network Technology, is a two-year program that contains technical and general education courses. Graduates will develop the professional knowledge and skills needed to establish, maintain, manage and secure computer networks and provide computer user support. In addition, graduates are prepared to take CompTIA, Linux Professional Institute, Microsoft, and Cisco certification exams. These skills and certifications will prepare them for immediate employment in the field of computer or IT network support and administration.

YEAR ONE -	ASSOCIATE DEGREE COURSES	CREDIT HOURS	
PDV 001	First Year Experience	0	
NET 100	Windows Command-Line Interface Fund		
NET 115	Digital Electronics	3	
NET 116	PC Servicing and Troubleshooting		
NET 117	Network Concepts	3	
NET 230	Microsoft Client Administration	2	
NET 248	Microsoft Server Administration I	3	
NET 272	Linux Administration I		
NET 273	Linux Administration II	3	
NET 275	Microsoft Server Administration II	3	
TOTALYEAR	ONE - ASSOCIATE DEGREE COURSES CREDIT HOURS	24	
VEAR TIME	ASSOCIATE DEGREE COURSES	CREDIT LIQUIDS	
NET 235	Virtual Datacenter		
NET 236	Virtual Datacenter II		
NET 274	Network Security		
NET 276	Microsoft Server Administration III		
NET 280	Cisco Network Administration I		
NET 281	Network Technology Internship		
NET 282	Cisco Network Administration II		
PDV 101	Professional Development I		
FG	English Credit (EG 100 or higher)	3	
SP	Communication Credit		
MA	Math Credit (MA 107 or higher)	3	
BI/CH/PS	Science Credit (with lab)		
PY or SO	Psychology or Sociology		
TOTAL PROGRAM CREDIT HOURS67-			

# PRACTICAL NURSING

Real-world application and clinical experience prepare Practical Nursing students for a rewarding career working to prevent illness and restore health. Students will learn to give skilled compassionate care in structured care settings and will be prepared to take the NCLEX-PN exam upon graduation. The Practical Nursing Program is approved by the Kansas State Board of Nursing.

The Healthcare Administration/Management major provides students with the skills and knowledge to obtain a management position in healthcare. Successful completion of Practical Nursing and this program can allow a seamless transfer process with Emporia State University. This allows students to transition from LPN to BSN in a true 2+2 program, the only articulation agreement of its kind in the state of Kansas.

## Program Mission:

The mission of Flint Hills Technical College Practical Nursing Program is to provide a diverse community of learners with life-long educational opportunities for personal growth and to prepare graduates to be competent, caring, culturally sensitive nurses who promote ethics, safety, and patient-centered care within their scope of practice to meet the needs of the ever changing healthcare environment.

#### Practical Nurse Technical Certificate Outcomes:

- •TC I Provide nursing care that is relationship-centered, caring, and culturally sensitive and based on the physiological, psychosocial and spiritual needs of clients with commonly occurring health alterations that have predictable outcomes.
- •TC 2 Collaborate with the client and members of the interprofessional health care team to promote continuity of client care and shared decision-making.
- TC 3 Use current evidence as a basis for nursing practice.
- •TC 4 Use information and client care technology to support the delivery of safe, quality client care.
- TC 5 Participate in quality improvement activities assessing their effect on client outcomes.
- TC 6 Provide an environment that is safe and reduces risk of harm for clients, self, and others.
- •TC 7 Demonstrate accountability for client care that incorporates legal and ethical principles, regulatory guidelines, and standards of nursing practice.
- TC 8 Use leadership skills that support the provision and coordination of client care.

# Practical Nursing Program Options:

The Practical Nursing program offers a technical certificate option. The program contains technical education courses, and is a one-year, two and a half semester program. Students participate in planned and supervised experiences—classroom, laboratory, clinical experience—directed toward performing nursing measures with precision, safety and efficiency consistent with nursing concepts and standards. Students will learn to give skilled bedside care to patients with less complex conditions in structured care settings. Upon graduation, students will be prepared for an entry-level position as an LPN. Students may begin the nursing program in August (Fall Semester) or January (Spring Semester).

# Healthcare Administration/Management Associate Degree Outcomes:

- AAS | Integrate knowledge from specific management theories in healthcare administration/management.
- AAS 2 Relate current advances and controversies in healthcare delivery.
- AAS 3 Analyze principles of leadership and motivation.

# Healthcare Administration and Management Program Options:

Healthcare Administration and Management offers a two-year associate of applied science degree option. The AAS degree emphasizes practical nursing standards and skills in the first year. In the second year, the program focuses on the necessary skills required for an entry-level administrative or management position in healthcare and general education requirements. Graduates are prepared for both entry-level nursing and management positions in healthcare. There are two pathway options to fit the goals of the individual student.

	PRACTICAL NURSING TECHNICAL CERTIFICATE COURSES			
PDV 001	First Year Experience			
HHS 101	Growth and Development			
HHS 119	Nutrition			
HHS 261	First Aid/CPR			
NSG 101	KSPN Fundamentals of Pharmacology & Safe Medical Administration			
NSG 121	KSPN Foundations of Nursing			
NSG 122	KSPN Foundations of Nursing Clinical			
NSG 125	KSPN Nursing Care of Adults I			
NSG 126	KSPN Nursing Care of Adults I Clinical			
NSG 202	KSPN Maternal/Child Nursing			
NSG 203	KSPN Maternal/Child Nursing Clinical			
NSG 204	KSPN Mental Health Nursing			
NSG 206	Seminar in Nursing			
NSG 207	Assessment			
NSG 208	Role Development			
NSG 222	KSPN Nursing Care of Adults I I			
NSG 223	KSPN Nursing Care of Adults II Clinical			
NSG 224	KSPN Care of Aging Adults			
NSG 225	KSPN Leadership, Roles and Issues			
NSG 226	Seminar in Nursing II			
TOTALYEAR	ONE-PRACTICAL NURSING TECHNICAL CERTIFICATE CREDIT HOURS	43		
YEAR TWO -	HEALTHCARE ADMINISTRATION AND MANAGEMENT ASSOCIATE DEGREE COURSES	CREDIT HOLIRS		
*HHS 241	Health Care Practice Management			
*HHS 242	Current Trends in Healthcare			
*HHS 243	Healthcare Management Research			
	option one includes HHS 241, HHS 242 and HHS 243.	<i></i>		
BI 205	Microbiology	3		
BI 208	Microbiology Lab			
BI 207	Human Pathophysiology			
	option two includes BI 205, BI 207 and BI 208.			
EG 103	English Composition I	3		
SP 100	Public Speaking			
MA IIO	College Algebra			
BI 202/203	Anatomy & Physiology with Lab			
PY or SO	Psychology or Sociology			
TOTAL PROGRAM CREDIT HOURS				
Certification a	nd/or continuing education courses may be offered at various times throughout the year.			
CERTIFICATION	DN/CONTINUING EDUCATION COURSE	CREDIT HOURS		
	Phlebotomy			
CED 140	CPR Healthcare Provider			
CED 231	First Aid/CPR			
HHS 250	IV Therapy			
HHS 264	Home Health Aide			
HHS 265	Medication Aide			
CED 135	Medication Aide Update			
HHS 270	Certified Nurse Aide			
CED 988	Certified Nurse Aide Skills Update			
CED 989	Certified Nurse Aide Refresher Course			
CED 153	Activities Director			

# POWER PLANT TECHNOLOGY

Understand the generation process of power plants to fill positions in coal, nuclear, gas, hydroelectric, and solar power generating facilities that are both technically challenging and rewarding. Energy companies across Kansas have partnered with Power Plant Technology to offer advanced industry-sponsored training for the operation, installation, servicing and repairing of power plant equipment. FHTC offers the only power plant training program in the state of Kansas.

## Program Mission:

To provide educational opportunities directed toward performing power plant-related activities with safety, reliability, and efficiency consistent with the concepts and practices of the industry.

#### Technical Certificate Outcomes:

- •TC | Calculates and transposes metric and SI units of measure.
- TC 2 Applies mechanical principles.
- TC 3 Knowledgeable of basic electrical laws, power sources, and circuits.
- TC 4 Demonstrates knowledge of power production methods.
- TC 5 Knowledgeable of power plant system configuration and operation.
- TC 6 Knowledgeable of corrosion chemistry and pH.
- TC 7 Demonstrates foundation for computer skills.

## Associate Degree Outcomes:

- AAS I Explains fission and other combustion processes.
- AAS 2 Demonstrates knowledge of renewable energy sources.

# Program Options:

Power Plant Technology offers a technical certificate and associate of applied science degree option. Classes are available online or face-to-face. The technical certificate is a one-year program that contains technical courses related to the basic skills and knowledge needed for entry level employment opportunities in a high-demand industry. For graduates wanting to continue their education, certificate courses are transferable to the Power Plant AAS degree program. The associate of applied science degree, with a major in Power Plant Technology, is a one and a half year accelerated program that contains technical and general education courses. The program can also be completed during a two-year span. Graduates will possess the knowledge and skills, acquired through classroom, laboratory and internship experiences, needed to partake of advanced industry-sponsored training for the operation, installation, servicing and repairing of power plant equipment.

YEAR ONE -	TECHNICAL CERTIFICATE COURSES	CREDIT HOURS
PDV 001	First Year Experience	0
PPT 102	Power Plant Equipment Fundamentals I	
PPT 108	Power Plant Equipment Fundamentals II	2
PPT 123	Basic Mechanics	
PPT 124	Introduction to Scaffolding	
PPT 126	Basic Electricity	4
PPT 128	Basic Print Reading	
PPT 131	Introduction to Power Plant Systems	2
PPT 132	Electrical Equipment	
PPT 133	Basic Computers	
PPT 134	Power Plant Mathematics	2
PPT 135	Power Plant Physics	2
PPT 136	Fuel/Water Chemistry Control	2
PPT 137	Power Plant Safety & Work Performance	2
PPT 138	OSHA – 10 Certification	
TOTALYEAR	ONE-TECHNICAL CERTIFICATE CREDIT HOURS	25
YFAR TWO -	ASSOCIATE DEGREE COURSES	CREDIT HOURS
HHS 268	FA Heartsaver	
PDV 101	Professional Development I	
PDV 203	Management Principles in Technology	
PDV 204	Leadership and Teamwork	
PPT 107	Properties of Materials	
PPT 109	Energy Industry Fundamentals	
*PPT 226	Internship	
PPT 230	Heat Transfer & Fluid Flow	2
PPT 240	Introduction to Atomic & Nuclear Physics	
PPT 251	Rigging and Lift Equipment	
TCH 243	Introduction to Wind & Alternative Energy Sources	2
EG	English Credit (EG 100 or higher)	
SP	Communication Credit	
MA	Math Credit (MA 107 or higher)	3
BI/CH/PS	Science Credit (with lab)	
PY or SO	Psychology or Sociology	3
*Or 4 hours o	of approved technology course	
TOTAL PROC	CRAM CREDIT HOURS	43 44

# TECHNICAL STUDIES

The Technical Studies degree allows students to design an individualized program of study in order to fulfill a unique career goal that cannot be met through any single technology program offered by a college. Students completing this degree must complete a minimum of fifteen credit hours from at least two disciplines and develop a coherent technical program with a focus directly related to the student's career objective.

# Program Mission:

Technical Studies offers a two-year Associate of Applied Science degree option. This degree is two years in length and utilizes previously approved courses in KBOR approved programs. Students must meet the admissions criteria for the programs of choice. Some program combination options could include:

Business Technology/Interactive Multimedia Design Graphic Arts Technology/Business Technology Industrial Engineering Technology/Graphic Arts Technology Interactive Multimedia Design/Graphic Arts Technology Network Technology/Industrial Engineering Technology Nursing/Business Technology Dental Hygiene/Business Technology Nursing/Health Occupations Technology

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YEAR ONE - T	ECHNICAL CERTIFICATE COURSES	CREDIT HOURS
PDV 001	First Year Experience	C
Program #1	4-6 Courses	15
Program #2	4-6 Course	15
TOTAL YEAR O	DNE-TECHNICAL CERTIFICATE CREDIT HOURS	30
YEAR TWO - A	ASSOCIATE DEGREE COURSES	CREDIT HOURS
Program I & 2	Elective Courses	15
EG	English Credit (EG 100 or higher)	3
SP	Communication Credit	3
MA	Math Credit (MA 107 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
PY or SO	Math Credit (MA 107 or higher)	3
TOTAL PROGR	RAM CREDIT HOURS	61-62

#### WEI DINGTECHNOLOGY

Led by American Welding Society certified instructors, the Welding Technology program provides interactive, hands-on instruction on state-of-the-art welding techniques. Real-life experience and working conditions emphasize industrial welding knowledge and skills for entry-level welding processes and automated welding.

#### Program Mission:

The mission of the Welding Technology Program is to provide educational opportunities directed toward performing welding-related activities with safety, reliability, and efficiency consistent with the concepts and practices of the industry.

#### Technical Certificate Outcomes:

- •TC | Demonstrate proper use of personal protective equipment (PPE).
- •TC 2 Demonstrate proper use of welding equipment, setup and shutdown.
- TC 3 Demonstrate proper use of welding technique and procedures in AWS DI.I codes
- •TC 4 Read and understand blueprints and weld symbols.

#### Associate Degree Outcomes:

- AAS I Demonstrate proper welding technique and procedures for ASME and API Codes.
- · AAS 2 Demonstrate proper setup of, programming procedures for and servicing of robotic welding equipment.

#### Program Options:

Welding Technology offers a technical certificate and associate of applied science degree option. The technical certificate is a one year program. The technical certificate emphasizes industrial welding knowledge and skills for entry-level welding processes in SMAW Shielded Metal Arc Welding, GMAW Gas Metal Arc Welding, GTAW Gas Tungsten Arc Welding, and FCAW Flux Cored Arc Welding, with an emphasis in structural steel welding. Graduates seeking to continue their education can transfer certificate courses to the Welding Technology AAS degree program. The associate of applied science degree, with a major in Welding Technology, is a two-year program that contains technical and general education courses. The AAS degree option focuses on the advanced technical knowledge and skills for power plant and refinery construction/repair and on entry-level automated welding.

YEAR ONE -	TECHNICAL CERTIFICATE COURSES	CREDIT HOURS
PDV 001	First Year Experience	O
PDV 101	Professional Development I	
TCH 101	Welding Safety/OSHA 10	
WLD 102	Blueprint Reading for Fitters and Welders	3
WLD 103	GMAW Gas Metal Arc Welding	3
WLD 105	GTAW Gas Tungsten Arc Welding	3
WLD 106	Flux Cored Arc Welding	3
WLD 108	SMAW Basic Shielded Metal Arc Welding	3
WLD II0	Welding Procedures Qualification	
WLD III	Welding Discontinuity and Defects	
WLD 112	Destructive Testing Methods	
WLD 113	SMAW Pre-Pipe	
WLD 114	GMAW – Advanced	4
WLD 115	Thermal Cutting Process	3
TOTALYEAR	ONE-TECHNICAL CERTIFICATE CREDIT HOURS	31
YEAR TWO	- ASSOCIATE DEGREE COURSES	CREDIT HOURS
WLD 202	Nondestructive Testing Methods	
WLD 203	SMAW/GTAW Advanced ASME	4
WLD 204	SMAW Pipe Advanced API	
WLD 205	GMAW Advanced ASME/API	4
WLD 206	Automated Welding	4
EG	English Credit (EG 100 or higher)	3
SP	Communication Credit	3
MA	Math Credit (MA 107 or higher)	3
BI/CH/PS	Science Credit (with lab)	
PY or SO	Psychology or Sociology	3
TOTAL DDG	GRAM CREDIT HOURS	64-65

# FLINT HILLS TECHNICAL COLLEGE COURSE DESCRIPTIONS

#### **AUTOMOTIVE TECHNOLOGY**

#### AMT 100: UNDERSTANDING THE AUTOMOBILE

2 Credit Hours

Students will demonstrate the understanding of how the automobile has affected today's society. Students will demonstrate the accepted procedures for maintaining a modern automobile as recommended by current automobile manufacturers. Students will explain the basic principles of automobile insurance. Students will demonstrate the ability to identify and how to purchase a good used automobile.

#### AMT 101: ELECTRICAL I

3 Credit Hours

In this course students will: Complete service work orders; describe the relationship between voltage, ohms and amperage; perform basic electrical circuit repairs; identify electrical system faults; identify basic wiring diagram symbols, components, and legend information; perform basic electrical circuit measurements using a DVOM; describe basic circuit characteristics of series, parallel and series parallel circuits through a variety of classroom and shop learning and assessment activities.

#### AMT 103: ELECTRICAL 2

2 Credit Hours

The students will perform battery diagnosis; perform battery service; perform starting system diagnosis; perform starting system repair; perform charging system diagnosis; perform charging system repair; identify current flow on starting and charging system diagrams through a variety of learning and assessment activities.

#### AMT 107: ENGINE PERFORMANCE I

3 Credit Hours

The students will identify engine mechanical integrity; explore the fundamentals of fuel system theory; identify fuel system concerns; explore the fundamentals of ignition theory; identify ignition system concerns; identify induction system concerns; identify engine mechanical integrity through a variety of learning and assessment activities. PREREQUISITE: AMT 101 Electrical I and AMT 103 Electrical 2.

#### **AMT 112: AUTOMOTIVE ENGINES**

4 Credit Hours

Students will demonstrate the accepted procedures in diagnosing, repair and rebuilding of an automotive engine. Students will explain a combination of topics including safety, proper care of tools, measuring instruments, and application of repair manuals.

#### AMT 116: BRAKES I

3 Credit Hours

The student will use safe working practices and proper techniques to effectively analyze, repair, and recondition Brake Systems. PREREQUISITE: AMT 101 Electrical I and AMT 103 Electrical 2.

#### AMT 118: MANUAL POWER TRAINS/ FOUR-WHEEL DRIVE

4 Credit Hours

Students will be able to diagnose, remove, and repair modern manual driveline components. Students will be able to describe the operation of and service manual transmissions, clutches, transfer cases, drive shafts, u-joints, CV joints, and differentials. PREREQUISITE: AMT 101 Electrical I and AMT 103 Electrical 2.

#### **AMT 213: CLIMATE CONTROL SYSTEMS**

3 Credit Hours

The student will use safe working practices and proper techniques to effectively analyze, repair, and recondition heating and air conditioning systems. PREREQUISITE: AMT 101 Electrical I and AMT 103 Electrical 2.

#### AMT 214: AUTOMOTIVE TRANSMISSION/ TRANSAXLES

4 Credit Hours

Students will be able to diagnose, remove, and repair modern automatic transmissions. Students will also perform hydraulic pressure tests and make transmission adjustments. PREREQUISITE: AMT 101 Electrical I and AMT 103 Electrical 2.

#### **AMT 218: ENGINE PERFORMANCE 2**

4 Credit Hours

Students will practice the theory and hands on operation of testing and repair of computerized electrical components found on late model automobiles. Students will be able to develop skills to compete in the high tech automotive field by diagnosing and demonstrating the repair of electronic parts of an automobile. PREREQUISITE: AMT 101 Electrical I and AMT 103 Electrical 2.

#### **AMT 219: SUSPENSION AND STEERING I**

3 Credit Hours

The student will use safe working practices and proper techniques to effectively analyze, repair, and recondition Wheel and Suspension systems. PREREQUISITE: AMT 101 Electrical I and AMT 103 Electrical 2.

#### **AMT 232: ELECTRONIC FUEL INJECTION**

4 Credit Hours

Students will diagnose and repair modern gasoline fuel injection systems. Students will discuss the physical principles involved in the fuel injection process. Students will also demonstrate skill in the diagnoses of drivability concern.

#### **AMT 234: LIGHT DUTY DIESEL**

4 Credit Hours

Students will demonstrate the accepted procedures in diagnosing, repair and rebuilding of light duty diesel engines. Students will explain a combination of topics including safety, proper care of tools, measuring instruments, and application of repair manuals. PREREQUISITE: AMT 101 Electrical I and AMT 103 Electrical 2.

#### **AMT 241: SERVICE MANAGEMENT**

4 Credit Hours

Students will demonstrate proficiently in the skills necessary for managing an automotive dealership service department. Students will discuss customer relations, service sales, employee relations, service management, and automotive business procedures.

#### **AMT 242: ALTERNATIVE FUEL SYSTEMS**

4 Credit Hours

The student will use proper techniques to effectively analyze, repair and recondition alternative fuel systems.

# ART

#### **ART 144: TECHNICAL INTERNSHIP**

4 Credit Hours

Students successfully completing courses in the Graphic ArtsTechnology program will develop an understanding of terminology and concepts, apply formulas and operational procedures, and demonstrate production principles based on industry standards. Students will develop knowledge and experiences necessary for lifelong personal development and growth.

#### **ART 148: TECHNICAL INTERNSHIP**

8 Credit Hours

Students successfully completing courses in the Graphic ArtsTechnology program will develop an understanding of terminology and concepts, apply formulas and operational procedures, and demonstrate production principles based on industry standards. Students will develop knowledge and experiences necessary for lifelong personal development and growth.

#### **ART 244: TECHNICAL INTERNSHIP**

4 Credit Hours

Students successfully completing courses in the Graphic Arts Technology program will develop an understanding of terminology and concepts, apply formulas and operational procedures, and demonstrate production principles based on industry standards. Students will develop knowledge and experiences necessary for lifelong personal development and growth.

#### **ART 248: TECHNICAL INTERNSHIP**

8 Credit Hours

Students successfully completing courses in the Graphic Arts Technology program will develop an understanding of terminology and concepts, apply formulas and operational procedures, and demonstrate production principles based on industry standards. Students will develop knowledge and experiences necessary for lifelong personal development and growth.

#### BIOLOGICAL SCIENCE

#### **BI 100: GENERAL BIOLOGY**

3 Credit Hours

General Biology introduces the student to basic concepts and principles of biology from the structure and function of the cell to the organization of the biosphere. Through this course students will gain an understanding and appreciation for how life originated and developed on earth. Students will also relate advances in the biological sciences to applications in industry, medicine, and environmental issues. ~KCOG System wide Transfer Alignment BIO 1010

#### **BI 101: GENERAL BIOLOGY LAB**

I Credit Hour

General Biology Laboratory provides opportunities to observe and apply the scientific method in the investigation of biological phenomena. The student will relate chemical interactions, microscopic structure, organism specimens, and models to information learned in lecture and read about in the textbook. ~KCOG System wide Transfer Alignment BIO 1010

#### **BI 202: ANATOMY AND PHYSIOLOGY**

3 Credit Hours

Anatomy and Physiology offers information concerning normal human structures and functions and the developmental changes that occur during an individual's life span. The student will learn specific information about factors related to expected and abnormal anatomical and physiological changes associated with the body's major organ systems. ~KCOG System wide Transfer Alignment BIO 2020

#### **BI 203: ANATOMY AND PHYSIOLOGY LAB**

2 Credit Hours

Anatomy and Physiology Laboratory provides opportunities to observe various anatomical parts and to investigate physiological phenomena. The student will relate specimens, models, microscope slides, and the whole body to information learned in lecture and read about in the textbook. ~KCOG System wide Transfer Alignment BIO 2020

#### **BI 205: MICROBIOLOGY**

3 Credit Hours

This course is designed to provide students a basic overview of the microbial world. Topics covered will include microbial growth, structure, and metabolism. Special emphasis will be placed on control of microbes, mechanisms of microbial disease, and human/microbial interactions as they relate to human health. PREREQUISITE: BI 100/101 General Biology with Lab OR CH 125/126 Chemistry I with Lab

#### **BI 207: HUMAN PATHOPHYSIOLOGY**

3 Credit Hours

This course is designed to provide students an overview of how the human body responds to the disease process. Emphasis is placed on how the disease process affects homeostatic conditions in organs and organ systems, and how knowledge of these processes can contribute to a better understanding of health, risk reduction, and disease management. PREREQUISITE: BI 100/101 General Biology with Lab OR BI 202/203 Anatomy and Physiology with Lab

#### **BI 208: MICROBIOLOGY LAB**

I Credit Hours

This course is designed to provide students a basic overview of the techniques involving the culturing, identification, and ecology of microbes. Special emphasis will be placed on aseptic technique, isolation, morphology, differential testing, and laboratory techniques. PREREQUISITE: BI 100/101 General Biology with Lab OR CH 125/126 Chemistry I with Lab

#### **BUSINESS TECHNOLOGY**

#### **BUS 099: KEYBOARDING**

0 Credit Hours

Students will use word processing software to build keyboarding speed and accuracy. Students will learn proper techniques with meaningful practice to improve their alphabetic and numeric keyboard skills.

#### **BUS 113: BUSINESS ACCOUNTING**

3 Credit Hours

Students will learn to process accounts in service and merchandising industries by applying concepts and theory to worksheets, financial statements, adjusting entries, closing entries, and by using multiple journals, and processing payroll and payroll taxes for employee and employer. Students learn skills and understanding that require creative and critical thinking to problem solve. Students also learn through communication activities to better understand the accounting process and use the GAAP rules that apply to ethical decisions. Students learn by recording transactions and preparing proper financial reports through manual and automated accounting on the computer.

#### **BUS 128: CUSTOMER SERVICE**

I Credit Hour

Students will learn exemplary customer service tactics used by professionals in all types of organizations, reflecting current concepts and tips, strategies for reaching company goals, dealing with problems and complaints, winning back customers, and creating loyal customers. Emphasis is on the importance of effective communication and collaboration techniques using customer-focused activities.

#### **BUS 131: COMPUTER APPLICATIONS**

3 Credit Hours

This course is an introduction to computing with emphasis on improving productivity and communication through the effective use of available technology. Students will acquire computing skills to increase personal productivity in problem-solving, critical thinking and information management through the use of available software packages designed for office applications and telecommunications. ~KCOG System wide Transfer Alignment CSC 1010

#### **BUS 132: OFFICE PROCEDURES**

4 Credit Hours

Students will develop skills and knowledge designed to prepare them for an administrative support role in an office for the twenty-first century office. Students through hands-on activities, Internet activities, presentations, and group activities will learn to be a productive member of an office team, develop skills in technology, communication (written and oral), and critical thinking, teamwork, interpersonal, and leadership (soft skills).

#### **BUS 134: LEADERSHIP DEVELOPMENT**

3 Credit Hours

This introductory course will actively engage students in the acquisition of information about leadership, including an enhanced understanding of self and human relationships; communication skills, group dynamics, and team concepts; basic concepts of leadership theory and organizational development; and the ability to integrate concepts with applications to current and future leadership situations. Self-evaluations, team projects, case studies, scenarios, field exercises, and class discussions are the major components of this course. ~KCOG System wide Transfer Alignment BUS2010

#### **BUS 135: INTRODUCTION TO BUSINESS**

3 Credit Hours

Survey of the field of business management, marketing, finance, data processing, and accounting; variety, nature, and interrelationship of problems of business operations. ~KCOG System wide Transfer Alignment BUSI020

#### **BUS 136: OUTLOOK**

2 Credit Hours

This course is designed for students to learn information management application tools to send and receive e-mail, organize schedules and events, and maintain contact lists, to-do lists, and notes. MOS certification course objectives follow.

#### **BUS 137: MARKETING**

3 Credit Hours

This course is an integrated and analytical approach to the study of the marketing functions. It includes the means and methods of marketing policies, flow of goods, government influence, and trends in the marketing function

#### **BUS 138: DESKTOP PUBLISHING**

2 Credit Hours

This course provides students with an understanding and use of common desktop publishing software in a simulated business environment. Topics include: preparation of newsletters, letters, mailing labels; creation of outlines, tables, forms; and integration of word processing software and other software programs.

#### **BUS 139: INTERNSHIP I**

3 Credit Hours

Students will work in an office environment (145 clock hours). The students will secure employment and demonstrate skills required for successful performance. The student will display the ability to communicate effectively with others and perform job tasks accurately and efficiently. Integration of classroom training with on-the-job experience will allow the student to relate more meaningfully to their future office careers. PREREQUISITE: BUS 132 Office Procedures

#### **BUS 212: BUSINESS COMMUNICATION**

3 Credit Hours

Students will learn successful writing techniques and evaluation tools for effective communication in the workplace. Students will learn both effective communication principles and the use of current technology to succeed in a high-tech, global work environment in written and oral communication and presentations.

#### **BUS 217: MANAGEMENT**

3 Credit Hours

This course is an introduction to organizations; how the individual relates to the basic management functions of planning, organizing, leading, and controlling.

#### **BUS 218: BUSINESS LAW**

3 Credit Hours

This course surveys the field of business law. Topics given special consideration are law of contracts in general, law of sales, negotiable instruments, and bailments. This course is based on the Universal Commercial Code and is designed to help the student avoid basic problems and to know when to ask for professional help.

#### **BUS 222: COMPUTERIZED ACCOUNTING**

2 Credit Hours

Students will extend and apply their knowledge of accounting by using computer software such as QuickBooks. Students will participate in hands-on activities in QuickBooks to maintain a general ledger, track vendor, customer, and inventory activities; process payroll for company employees, prepare bank reconciliations, track time for employees and jobs, customize the appearance of reports and invoices, view graphs, export information in Excel and Word, and utilize the memorizing features of QuickBooks. PREREQUISITE: BUS 113 Business Accounting

#### **BUS 226: ACCESS ADVANCED APPLICATION MOS**

2 Credit Hours

This course is designed for students to demonstrate advanced skills in Microsoft Access. Students will prepare by hands-on computer projects relating to particular objectives of Microsoft Access core/ advanced objectives to pass Access MOS Certification exam. MOS certification course objectives are followed. PREREQUISITE: BUS 131 Computer Applications; BUS 229 Database Management

#### **BUS 227: POWERPOINT ADVANCED APPLICATION**

2 Credit Hours

This course is designed for students to demonstrate advanced skills in Microsoft PowerPoint. Students will prepare by hands-on computer projects relating to particular objectives of Microsoft PowerPoint core objectives to pass PowerPoint Certification exam. MOS certification course objectives are followed. PREREQUISITE: BUS 131 Computer Applications

#### **BUS 229: DATABASE MANAGEMENT**

3 Credit Hours

This course provides students with an understanding and use of relational database software in a realistic business environment. Topics include: relational database objects, enhancements of forms and reports, analysis and manipulation of data, and integration of database software with other software programs. This course may be used to prepare for MOS Access Certification.

#### **BUS 233: ACCOUNTING II**

3 Credit Hours

Accounting II covers five major segments of accounting. The first is a study of different groups of balance sheet accounts, including notes, accounts receivable, merchandise inventory, and plant assets. The second is an in-depth coverage of accruals and deferrals of both revenue and expenses. The third segment of the course moves into different forms of ownership, specifically, the partnership and the corporation. Following is a study of the statement of cash flows and the process of analyzing financial statements. The final part of the course studies a business in its segments, focusing on cost accounting systems and the analysis of costs. ~KCOG System wide Transfer Alignment ACC 1010 PREREQUISITE: BUS 113 Business Accounting

#### **BUS 237: INTERNSHIP II**

3 Credit Hours

Students will be introduced to traditional supervisory office management practices, learn about human relations and how to succeed in all areas of their lives, and how to handle change and conflict in a diverse work force. PREREQUISITE: BUS 139 Internship I

#### **BUS 238: INTERNSHIP III**

3 Credit Hours

Students will be introduced to traditional supervisory office management practices, learn about human relations and how to succeed in all areas of their lives, and how to handle change and conflict in a diverse work force. PREREQUISITE: BUS 237 Internship II

#### **BUS 239: LEGAL OFFICE PROCEDURES**

3 Credit Hours

This course will introduce the student to the career of a legal professional. They will be presented with basic legal concepts and the various fields of law and outlines the preparation of documents commonly used in the legal profession. After completing this course, students should be able to select documents appropriate for particular situations, identify the information necessary to complete the documents, and prepare the documents correctly.

#### **BUS 240: LEGAL ASSISTING/ PARALEGAL**

3 Credit Hours

Students will become knowledgeable of the paralegal career field and the paralegal's role as a professional member of the legal team. Students will be introduced to an overview of a legal assistant functions in the law office, how laws are made, the federal and state court systems, criminal and civil laws, interviewing and investigation skills, law office administration and information management, and an overview of selected law practice specialties. Emphasis is placed on legal ethics, professional regulation, and current trends and issues in the legal field.

#### **BUS 242: ENTREPRENEURSHIP**

3 Credit Hours

This course covers the fundamentals required to understand the management of a small business and the considerations that must be made in forming a new business. Topics covered in this course include startup options, capital acquisition, facilities planning, human resource management, financial management, and business plan development.

#### **BUS 243: EXCEL FOR MOS CERTIFICATION**

2 Credit Hours

This course is designed for students to develop advanced skills in Microsoft Excel. Students will complete hands-on computer projects that relate to the Objective Domains of the Microsoft Office Specialist exam for Microsoft Excel. PREREQUISITE: BUSI31 Computer Applications

#### **BUS 244: WORD FOR MOS CERTIFICATION**

2 Credit Hours

This course is designed for students to develop advanced skills in Microsoft Word. Students will complete hands-on computer projects that relate to the Objective Domains of the Microsoft Office Specialist exam for Microsoft Excel. PREREQUISITE: BUSI31 Computer Applications

#### **BUS 251: START YOUR OWN BUSINESS**

2 Credit Hours

The program "Start Your Own Business" will help the student identify and collect needed information to establish a sound business plan. The class will also help the student develop a working network to support the business plan and prepare the individual to implement the business plan and establish a working small business.

# CONTINUING EDUCATION

#### CED 131: SUPRAGINGIVAL SCALING

0 Credit Hours

This Continuing Education course covers an advanced, delegabel duty for experienced dental assistants. Instruction in didactics and clinical

activities is limited to supragingival scaling. Course completers are awarded certification in supragingival scaling. Health and Human Service Continuing Education courses is offered at various points throughout the year. PREREQUISITE: Dental Assistant.

#### **CED 135: MEDICATION AIDE UPDATE**

0 Credit Hours

This Continuing Education course is to update CMAs on new medications, review of scope or practice, role and response of CMAs, review select group of commonly used medications, side effects and implications for care. A review of nursing home regulations and new regulations for assisted living will also be covered. Health and Human Service Continuing Education courses are offered at various points throughout the year PREREQUISITE: Certified Medication Aide; Certified Nurse Aide;

#### **CED 139: PHLEBOTOMY**

0 Credit Hours

This Continuing Education course will demonstrate an understanding of the basic concepts of phlebotomy and will demonstrate entry-level competency of phlebotomy procedures. Health and Human Service Continuing Education courses are offered at various points throughout the year

#### CED 140: CPR HEALTHCARE PROVIDER

0 Credit Hours

This Continuing Education course will provide students with knowledge and skills to administer basic life support based on American Heart Association Standards. Health and Human Service Continuing Education courses is offered at various points throughout the year

#### **CED 153: ACTIVITIES DIRECTOR**

0 Credit Hours

This Continuing Education course will discuss the aging process and its effects on the body and mind of the Long-term care residents. Students will plan programs and activities to enhance orientation, involvement and therapy for the residents. Skills will also include documentation and care plans. Health and Human Service Continuing Education courses are offered at various points throughout the year

#### CED 231: FIRST AID/ CPR

0 Credit Hours

This Continuing Education course will teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until EMS arrives. The class covers first aid basics, medical and injury emergencies, Adult and Child CPR and AED use, and infant CPR. This course is designed for individuals with limited or no medical training. Health and Human Service Continuing Education courses are offered at various points throughout the year

#### **CED 988: CERTIFIED NURSE AIDE SKILLS UPDATE**

0 Credit Hours

This Continuing Education course is set up as a one to one experience where the student demonstrates proficiency in various CNA skills to an RN to renew their certification. This is an option that can be done instead of attending a CNA Refresher Course. Health and Human Service Continuing Education courses are offered at various points throughout the year

#### CED 989 CERTIFIED NURSE AIDE REFRESHER COURSE

0 Credit Hours

This Continuing Education course is intended as a refresher course for those who have been previously certified as a CNA in the state of Kansas, but who have had their certification lapse. It will consist of a review of communication techniques, resident rights, safety and infection control and the basic nursing skills required for the 40 hour checklist.

#### **CHFMISTRY**

#### CH 125: CHEMISTRY I

3 Credit Hours

Systematic treatment of fundamental chemical and physical principles and their applications to the properties and transformations of materials, including the concept of energy and its uses, gas laws, kinetic molecular theory, laws of chemical combination, atomic and molecular structure, periodic classification of the elements, and chemical bonding. ~KCOG System wide Transfer Alignment CHM 1010

#### CH 126: CHEMISTRY LAB I

2 Credit hours

Introduction to basic quantitative chemical laboratory techniques. Principles of chemical reactions and physical measurements are illustrated. ~KCOG System wide Transfer Alignment CHM 1010

## COMPUTER PROGRAM DESIGN

#### **CPD 119: FUNDAMENTAL VISUAL BASIC**

4 Credit Hours

Students will establish a foundation for programming with Visual Basic by deriving the physical design, establishing development environments, and creating user services for Visual Basic applications. Students use real-world examples to solve programming problems using foundational classes, methods, functions, inheritance, structures, controls, & code.

#### CPD 121: GAME DESIGN & DEVELOPMENT RESEARCH

3 Credit Hours

Students will establish a foundation for understanding what is involved in writing programs for the gaming industry. This course will focus on brainstorming ideas, interactive story-telling, level design, licensing, development team dynamics, game ethics, game economics, game esthetics, contracts and legal issues, power violence addiction, psychology of playing, intellectual property laws, artificial intelligence and the history of games. In this course students will also discover how games are marketed, going from when the idea is born from the designer to testers and producers, to programmers, artists, marketers, distributor agents, and executives, to the day a consumer can purchase it in the stores. Students will also evaluate different types of game development software.

#### CPD 124: LEADING EDGE WEB DESIGN FUNDAMENTALS

4 Credit Hours

Students will assess, develop and utilize computer programming to construct World Wide Web pages using HTML5. HTML5 is created and designed to address many of the problems associated with the different and competing versions of HTML and to integrate much better with XHTML and XML. Students will advance their skills in developing Internet communications using a Windows-based text editor. Topics that will be analyzed and developed include Web Browsers, Uniform Resource Locators, HTTP protocol, FTP, CSS3 and mobile development. Students will also advance their skills in the use of apps for mobile devices

#### CPD 125: LEADING EDGE WEB DESIGN ADVANCED

4 Credit Hours

Students will assess, develop and utilize computer programming to construct web sites using a variety of contemporary technologies and languages. Students will continue to advance their skills in the developing websites for a variety of devices, especially mobile, by emphasizing responsive design. A more in-depth web design approach will be utilized using both client-side and server-side technologies. Students will be able to create a website and use a database to back it up. PREREQUISITE: CPD 124 Leading Edge Web Design Fundamentals

#### **CPD 126: PROGRAM LOGIC & DESIGN**

4 Credit Hours

Students will utilize introductory structured programming logic to begin building structures, functions, methods, and classes. This course will stress flowcharting and pseudocoding as the means of problem solving basic programming problems and as a means of designing basic structured programs. This course is the foundation for all the language courses and students build a beginning knowledge of programming structures, processes, and tools.

# CPD 210: ACCESS DATABASE CONCEPTS, DESIGN & APPLICATION WITH VISUAL BASIC

4 Credit Hours

Students will apply principles of database design and management to the selection of appropriate relational database systems. Students will demonstrate skills at the introductory and intermediate & advanced levels by producing documents using Windows 7 and Microsoft Access. Within Access, students will create and maintain database tables, define table relationships, create running and saving queries, sort and filter records, create and customize forms and reports, publish Access objects to the World Wide Web, replicate a database, create and run macros, create navigation objects, work with database security and write Visual Basic code. Students will identify different models of database design. Students will use their knowledge of object-oriented, distributed, and client/server systems, as well as data warehousing, QBE, and SQL, to identify and analyze database design needs and internet and intranet implications for database management. This course is designed to prepare students for the Microsoft Office Specialist Certification (MOS) certification exams. The MOS Program Certification exams help students demonstrate their proficiencies to prospective employers and give them a competitive edge in the job marketplace.

#### **CPD 222: JAVA PROGRAMMING**

3 Credit Hours

Students will develop and apply object-oriented, platform-independent design and programming to create Java applications. Students will code class objects, if...else statements, switches, for and while statements, and learn how to process data using arrays, loops, collections, variables, data types and simple I/O and Inheritance. Students will use Java to create a basic Android mobile application. PREREQUISITE: CPD 126 Program Logic & Design; CPD 210 Access Database Concepts, Design, & Application; CPD 226 SQL Database Concepts, Design, & Application

# CPD 226: SQL DATABASE CONCEPTS, DESIGN, & APPLICATION

3 Credit Hours

Students learn how to create and maintain database objects in CPD 226 and how to store, retrieve, and manipulate the data. Students also create SQL blocks of application code that will be shared by multiple forms, reports, and data management in many different applications. Students learn many different types of query development using aggregate functions, sorting options, subqueries, grouping, having, nulls, joins, set operations, views, indexes, and security. Students learn how to apply this to high-end databases like MYSQL, Oracle and SQL Server and to incorporate SQL into computer programs. PREREQUISITE: CPD 126 Program Logic & Design; CPD 210 Access Database Concepts, Design, & Applications

#### **CPD 228: ADVANCED VISUAL BASICS**

4 Credit Hours

Students will establish a foundation for programming with Visual Basic by deriving the physical design, establishing development environments, and creating user services for Visual Basic applications. Students use real-world examples to solve programming problems using foundational

classes, methods, inheritance, structures, controls, & code. Visual Studio, which contains Visual Basic, is the current software used. The course will build upon the structures and design principles developed in CPD 122, Program Logic & Design.

In CPD 228, students will build on the foundation established by the prerequisite course Fundamental Visual Basic, CPD 119 and create and manage components, create data services, test solutions, deploy applications, and provide maintenance and support of Visual Basic applications. The focus will be on error-trapping, arrays, random and sequential file manipulation, sub and function procedures, classes and inheritance and database access using SQL and Microsoft Access. PREREQUISITE: CPD 119 Fundamental Visual Basic; CPD 126 Program Logic & Design

#### CPD 229: C# PROGRAMMING

4 Credit Hours

C# Programming is designed as an introduction programming course. Students will develop and apply programming concepts and how to plan and create well-structured programs. They will be able to write programs using the sequence, selection, and repetition structures, as well as how to create and manipulate sequential access files, classes, strings, conditional execution, data types, functions, arrays, generic collections, and Linq. C# teaches programming concepts using a framework class oriented approach, rather than a task or command-driven approach. The .NET Framework uses a wealth of libraries for developing applications for the Windows family of operating systems. With C#, students can build small, reusable components that fit with todays Web-based / Database driven programming applications. Students will manipulate programming components using Visual Studio's refined and superior Integrated Development Environment. Students will use realistic cases in creating the programs that will require them to demonstrate program design, problem solving, debugging, and use of effective programming techniques that they will likely encounter in the programming job market. PREREQUISITE: CPD 126 Program Logic & Design; CPD 210 Access Database Concepts, Design, & Application; CPD 226 SQL Database Concepts, Design, & Application

#### **CPD 242: DIRECTED STUDIES IN CPD**

3 Credit Hours

A faculty-supervised work environment involving research into design, code, functions, systems and procedures that relate to real-world programming situations in a career field. This course allows a student to investigate in depth some subject matter that has been presented in one of the ordinary courses offered by the College and utilize those competencies in a career or job situation. Such a project is ordinarily in the area of concentration or in some field that the student is especially prepared. A student who desires to pursue a project must present a list of objectives and goals to be reached during the directed study in advance of the pre-registration period to the CPD faculty instructor who agrees to direct and evaluate the project. This course may, at the discretion of instructors, be taken as a substitute for select advance level courses. PREREQUISITE: CPD 119 Fundamental Visual Basic; CPD 124 Leading Edge Web Design Fundamentals; CPD 125 Leading Edge Web Design Advanced; CPD 222 Java Programming; CPD 226 SQL Database Concepts, Design, & Application; CPD 229 C# Programming

#### CPD 246: CPD INTERNSHIP I

I Credit Hour

A faculty-supervised work environment involving research into design, code, functions, systems and procedures that relate to real-world programming situations in a career field. This course allows a student to investigate in depth some subject matter that has been presented in one of the ordinary courses offered by the College and utilize those competencies in a career or job situation. Such an internship is ordinarily in the area of concentration or in some field that the student is especially prepared. A student who desires to pursue an internship must present a list of objectives and goals to be reached during the internship in advance of the pre-registration period to the CPD faculty instructor who agrees to direct and evaluate the internship

Internships may, at the discretion of instructors, be taken as a substitute for select advance level courses. PREREQUISITE: CPD 119 Fundamental Visual Basic; CPD 122 Program Logic & Design; CPD 124 Leading Edge Web Design Fundamentals; CPD 125 Leading Edge Web Design Advanced; CPD 126 Program Logic & Design; CPD 222 Java Programming; CPD 226 SQL Database Concepts, Design, & Application; CPD 229 C# Programming

#### **CPD 247: CPD INTERNSHIP II**

2 Credit Hours

A faculty-supervised work environment involving research into design, code, functions, systems and procedures that relate to real-world programming situations in a career field. This course allows a student to investigate in depth some subject matter that has been presented in one of the ordinary courses offered by the College and utilize those competencies in a career or job situation. Such an internship is ordinarily in the area of concentration or in some field that the student is especially prepared. A student who desires to pursue an internship must present a list of objectives and goals to be reached during the internship in advance of the pre-registration period to the CPD faculty instructor who agrees to direct and evaluate the internship. Internships may, at the discretion of instructors, be taken as a substitute for select advance level courses. PREREQUISITE: CPD 119 Fundamental Visual Basic; CPD 124 Leading Edge Web Design Fundamentals; CPD 125 Leading Edge Web Design Advanced; CPD 126 Program Logic & Design; CPD 222 Java Programming; CPD 226 SQL Database Concepts, Design, & Application; CPD 229 C# Programming

#### CPD 248: CPD INTERNSHIP III

3 Credit Hours

A faculty-supervised work environment involving research into design, code, functions, systems and procedures that relate to real-world programming situations in a career field. This course allows a student to investigate in depth some subject matter that has been presented in one of the ordinary courses offered by the College and utilize those competencies in a career or job situation. Such an internship is ordinarily in the area of concentration or in some field that the student is especially prepared. A student who desires to pursue an internship must present a list of objectives and goals to be reached during the internship in advance of the pre-registration period to the CPD faculty instructor who agrees to direct and evaluate the internship. Internships may, at the discretion of instructors, be taken as a substitute for select advance level courses. PREREQUISITE: CPD 119 Fundamental Visual Basic; CPD 124 Leading Edge Web Design Fundamentals; CPD 125 Leading Edge Web Design Advanced; CPD 126 Program Logic & Design; CPD 222 Java Programming; CPD 226 SQL Database Concepts, Design, & Application; CPD 229 C# Programming

#### CPD 249: CPD INTERNSHIP IV

4 Credit Hours

A faculty-supervised work environment involving research into design, code, functions, systems and procedures that relate to real-world programming situations in a career field. This course allows a student to investigate in depth some subject matter that has been presented in one of the ordinary courses offered by the College and utilize those competencies in a career or job situation. Such an internship is ordinarily in the area of concentration or in some field that the student is especially prepared. A student who desires to pursue an internship must present a list of objectives and goals to be reached during the internship in advance of the pre-registration period to the CPD faculty instructor who agrees to direct and evaluate the internship. Internships may, at the discretion of instructors, be taken as a substitute for select advance level courses. PREREQUISITE: CPD 119 Fundamental Visual Basic; CPD 124 Leading Edge Web Design Fundamentals; CPD 125 Leading Edge Web Design Advanced; CPD 126 Program Logic & Design; CPD 222 Java Programming; CPD 226 SQL Database Concepts, Design, & Application; CPD 229 C# Programming

#### DISPATCH

#### DIS 101: EMERGENCY MEDICAL DISPATCHER- EMD

5 Credit Hours

Students will demonstrate knowledge and skills in the following areas: EMD roles and responsibilities, legal and liability issues, emergency medical concepts, obtaining information from callers, resource allocation, EMD protocol reference system, and "chief complaints."

#### DIS 103: FIRST RESPONDER- EMR

6 Credit hours

Students will utilize knowledge of anatomy and physiology. They will also recognize the response needed in acute medical emergencies and trauma related injuries. The students will demonstrate skills in performing CPR, bandaging and splinting, childbirth and other emergency care procedures. ~Kansas Board of Emergency Medical Services Approved

#### **DIS 110: FIRE SERVICES CLINICAL**

2 Credit Hours

Students will demonstrate knowledge and skills in the following areas: EMD roles and responsibilities, legal and liability issues, emergency medical concepts, obtaining information from callers, resource allocation, EMD protocol reference system, and "chief complaints." PREREQUISITE: DIS 101 Emergency Medical Dispatcher

#### DIS 111: CITY LAW ENFORCEMENT CLINICAL

I Credit Hour

Students will demonstrate knowledge and skills in the following areas: EMD roles and responsibilities, legal and liability issues, emergency medical concepts, obtaining information from callers, resource allocation, EMD protocol reference system, and "chief complaints." PREREQUISITE: DIS 101 Emergency Medical Dispatcher

#### DIS 112: COUNTY LAW ENFORCEMENT CLINICAL

I Credit Hour

Students will demonstrate knowledge and skills in the following areas: EMD roles and responsibilities, legal and liability issues, emergency medical concepts, obtaining information from callers, resource allocation, EMD protocol reference system, and "chief complaints." PREREQUISITE: DIS 101 Emergency Medical Dispatcher

# **DENTAL ASSISTING**

#### **DNA 103: CHAIRSIDE ASSISTING**

4 Credit Hours

Students will perform according to safe and ethical standards of the dental profession. This course delivers the basic background for orientation to dental assisting and the Dental Assisting Program. The Dental Assisting Program Handbook is reviewed and all safety practices are studied. Dental ethics and jurisprudence are highlighted throughout the course. DA principles also encompass the principle of working as a team member, the operation and maintenance of dental equipment, positioning of the dental team and patient, identification of instruments and instrument transfer, protection of the oral cavity during dental procedures, and the application of expanded functions in Kansas. As part of DNA103, students will be required to serve 8 hours of community service.

#### **DNA 104: INFECTION CONTROL**

2 Credit Hours

Students will perform infection control procedures according to safe and ethical standards of the dental profession. This course delivers the OSHA compliance standards for safe practice within a dental office. Students will apply infection control concepts across the curriculum for the protection of self, patients and dental team members.

#### **DNA 116: HUMAN ANATOMY**

I Credit Hour

This course will cover the body systems, physiology and anatomy of those systems and the relationship of the systems to dental treatments.

#### **DNA 117: ORAL ANATOMY**

I Credit Hour

This course covers the study of tooth morphology, including coverage of the dental arches, tooth numbering systems, and dental anatomy. Oral embryology and histology are also emphasized.

#### DNA 118: DENTAL RADIOGRAPHY I

3 Credit Hours

Prepares dental auxiliary students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. In this course students demonstrate competency on a manikin. In addition, students expose bitewing radiographs on a peer, role-play patient. Students gain further experience in exposing radiographs on patients in the clinical portion of their program. This course also provides the background in radiographic theory required for students to make informed decisions and adjustments. Students will manipulate and compare various dental materials. Each student will produce diagnostic impressions and models as well as recognize the properties and manipulation of gypsum products. Skills are developed concerning the properties and manipulation of temporary and permanent dental cements, materials used in tooth restoration and dental impression materials.

#### **DNA 119: DENTAL MATERIALS I**

4 Credit Hours

This course is designed to provide students with a knowledge base of the science and physical properties of dental materials. Through laboratory exercises, students will have hands-on experience with dental materials used in dental hygiene and dentistry while applying their knowledge of dental material sciences. Students will manipulate and compare various dental materials. Each student will produce diagnostic impressions and models as well as recognize the properties and manipulation of gypsum products. Skills are developed concerning the properties and manipulation of temporary and permanent dental cements, materials used in tooth restoration and dental impression materials.

#### **DNA 120: PREVENTATIVE DENTISTRY**

I Credit Hour

Students will learn strategies to identify and prevent dental disease/conditions including dental caries, periodontal disease, and dental trauma, to maintain oral health. Students will identify proper oral hygiene techniques including brushing, flossing, and the use of auxiliary oral hygiene aids. Students will develop skills for application of fluorides, dental sealants, desensitizing agents, and the construction of mouth guards. Students will acquire knowledge to help their patients select appropriate dental products and educate all patients on approaches to preventing disease and maintaining good oral health. Special populations will include infants, children, older adults, and individuals with medical conditions and/or disease.

#### DNA 202: OSHA COMPLIANCE DENTAL

2 Credit Hours

This course is a review of DNA 104 and Infection Control. Students will create an OSHA Compliance Notebook reflecting current OSHA regulations in dentistry. Significant regulatory actions by federal, state, and local agencies for the protection of both patients and dental healthcare workers are covered. Basic concepts, specific step-by-step procedures, and the current regulatory mandates related to infection control and the management of hazardous diseases of primary concern to the dental health team is also reviewed. PREREQUISITE: Completion of 1st Semester Course with "C" or better.

#### **DNA 203: CLINICAL CHAIRSIDE**

I Credit Hour

Students will apply knowledge and skills learned in the first semester and will provide treatments in the clinical setting under direct supervision of the clinical dentist. DANB (Dental Assisting National Board) certified faculty members will be present to ensure OSHA regulations are followed. All students will participate in clinical activities to meet competencies to proficiency prior to internship assignments.

#### **DNA 205: DENTAL RADIOGRAPHY II**

I Credit Hour

Students will recognize anatomical structures, diseases of the dental pulp and the oral soft tissues on radiographs. This course also includes a review of X-ray production, quality control and assurance of diagnostic radiographs. PREREQUISITE: DNA 118 Dental Radiography I.

#### **DNA 206: DENTAL MATERIALS II**

I Credit Hour

Students will compare the benefits and disadvantages of removable fixed prosthodontic restorations. They will also perform model pouring and trimming for the purpose of diagnostic records as well as articulation for treatment of TMD. This course is a continuation of Dental Materials I for mastery of manipulation of a variety of dental materials. PREREQUISITE: DNA 119 Dental Materials I.

#### **DNA 215: DENTAL PRACTICE MANAGEMENT**

3 Credit Hours

Students will utilize related office management skills to perform tasks relative to office correspondence, bookkeeping and insurance claims utilizing manual and computerized systems. Language, statements, techniques, and procedures to ensure professional telephone communications are included.

# DNA 219: MANAGEMENT OF MEDICAL EMERGENCIES & PHARMACOLOGY

I Credit Hour

Students will learn signs and symptoms and recognize emergency procedures for common medical emergencies experienced in the dental office. Students will learn and practice recording vital signs of dental patients. Aspects of a written prescription and medications common to a dental office are studied.

#### **DNA 220: CLINICAL INTERNSHIP**

7 Credit Hours

Students participate in clinical activities at participating dental offices as assigned. Two clinical internships are required in this semester. Criteria are established for evaluation of student performances with the dentist or designated dental team member and the program director. PREREQUISITE: Successful Completion of all 1st Semester Courses.

#### **DNA 243: DENTAL OFFICE MANAGEMENT**

5 Credit Hours

Students will study the principles of business office management including accounts management, insurance submissions, data entry to electronic record keeping, and patient management. This course requires an internship period as a business manager assistant. This internship will provide the student with the opportunities to develop and utilize the skills acquired through this course.

# **ECONOMICS**

#### **EC 101: MICROECONOMICS**

3 Credit Hours

This course introduces microeconomic concepts and analysis, supply and demand analysis, theories of the firm and individual behavior, competition and monopoly, and welfare economics. Students will also

be introduced to the use of microeconomic applications to address problems in current economic policy throughout the semester ~KCOG System wide Transfer Alignment ECO 1010

#### **ENGLISH**

#### EG 099: ENGLISH COMPOSITION I WITH REVIEW

2 Credit Hours

English Composition I Review is a co-requisite course designed to provide a foundation in writing fundamentals that will aid students in successfully completing EG 103, English Composition I.

#### EG 100: ENGLISH FOR THE TECHNICAL PROFESSIONAL

3 Credit Hours

Students will learn successful writing techniques and evaluation tools for effective communication in the workplace. Students will learn both effective communication principles and the use of current technology to succeed in a high-tech, global work environment in written and oral communication and presentations

#### EG 103: ENGLISH COMPOSITION I

3 Credit Hours

English Composition provides students with research and writing experiences that allow them to improve their knowledge, skills, and understanding of the writing process. It will emphasize prewriting, planning, drafting, and revision techniques essential to effective writing and communication. Students should recognize the importance of the grammatical and rhetorical structure of language, and utilize the process of creating clear and accurate documents through the writing of at least four graded essays and a number of in-class writing exercises. ~KCOG System wide Transfer Alignment ENG 1010 PREREQUISITE: Qualifying score on ACT, ACCUPLACER, or similar;

#### EG 104: ENGLISH COMPOSITION II

3 Credit Hours

English Comp II expands and refines the objectives of English Composition I.The class emphasizes critical/logical thinking and reading. Students will learn research strategies and write analytical, evaluative, and papers that synthesize research. Informative and persuasive forms of composition will be used. ~KCOG System wide Transfer Alignment ENG 1020 PREREQUISITE: EG 103 English Composition I with a "C" or above.

# **EMERGENCY SERVICES**

#### EMS 103: EMERGENCY MEDICAL TECHNICIAN- EMT

12 Credit Hours

The program will provide the participant with opportunities to gain information, skills, and attitudes necessary for certification and practice as an EMT. ~Kansas Board of Emergency Medical Services Approved

#### EMS 104: ADVANCED EMERGENCY MEDICAL TECHNICIAN-AEMT

13 Credit Hours

The program will provide the participant with opportunities to gain information, skills, and attitudes necessary for certification and practice as an AEMT. ~Kansas Board of Emergency Medical Services Approved PREREQUISITE: Kansas Certified EMT

#### **EMS 105: AEMT HOSPITAL CLINICAL**

2 Credit Hours

This course will provide students with opportunities to demonstrate their knowledge of assessment and treatment of patients. PREREQUISITE: EMS 104 Advanced Emergency Medical Technician

#### **EMS 106: AEMT FIELD INTERNSHIP**

2 Credit Hours

This course will provide students with opportunities to demonstrate their knowledge of assessment and treatment of patients. PREREQUISITE: EMS 104 Advanced Emergency Medical Technician

# EMS 108: HAZARDOUS MATERIALS AWARENESS & OPERATION

2 Credit Hours

This course is designed for individuals who may be first responders to hazardous materials (HAZMAT) incidents within the course of their work in emergency services. First Responders at the Awareness level understand HAZMAT terminology, recognize and identify, and contact appropriate agencies for containment.

#### **EMS 109: ADVANCED CARDIOVASCULAR LIFE SUPPORT**

2 Credit Hours

Through didactic instruction and active participation in simulated cases, students will enhance their skills and clinical decision-making abilities for the diagnosis and treatment of cardiopulmonary arrest, acute arrhythmia, stroke, and acute coronary syndromes.

#### **EMS 119: MEDICAL REPORT WRITING**

2 Credit Hours

Students will learn successful writing techniques and evaluation tools for effective communication in the workplace. Students will learn both effective communication principles and the use of current technology to succeed in a high-tech, global work environment in written communication and presentation.

#### GRAPHIC ARTS TECHNOLOGY

#### **GAT 101: SURVEY OF GRAPHIC COMMUNICATION**

2 Credit Hours

Students will gain an overview of modern graphics industry, including its place and purpose in our economy. Topics covered will include: industry terminology and measurement, safety, prepress press, and post-press operations.

#### **GAT 107: GRAPHIC REPRODUCTION PROCESSES**

4 Credit Hours

Students will develop skills and techniques used in producing printed products on offset duplicator printing equipment. Students will produce a variety of single color products.

#### **GAT 109: SCREEN PRINTING APPLICATIONS**

2 Credit Hours

This course emphasizes the principles of screen-making, photomechanical stencil preparation, image preparation and registration techniques for single and multi-color work. Students will demonstrate the production of textile and graphics products.

#### GAT 117: GRAPHIC DESIGN I

4 Credit Hours

Students will explore the systems and processes of design to create effective solutions to graphic design problems. Students will demonstrate an understanding of the design process, the applied principles of design, and the use of typography. Topics also include a brief history of design and the design of specific media. PREREQUISITE: GAT127 Layout and File Output and GAT137 Illustration Software

#### **GAT 124: FINISHING AND BINDING**

4 Credit Hours

Students will demonstrate skills and techniques used to complete graphically reproduced material into finished products. Students will prepare finished materials for delivery to the customer. Emphasis will

be placed on trimming, binding methods, folding, stock cutting, finishing operations on a platen press and packaging techniques. Students will also complete finishing and bindery work printed products according to job specifications. PREREQUISITE GAT127 Layout and File Output and GAT137 Illustration Software

#### **GAT 127: LAYOUT AND FILE OUTPUT**

2 Credit Hours

Students will assess and utilize software for electronic page assembly of text and graphic elements. Students will explore page layout and design concepts as well as scanning equipment and output devices. Students will gain an overview of the graphic communication and reproduction process and be able to integrate page layout software into that process. The course will include daily exercises, assignments and lectures. Students will demonstrate an understanding of digital file preparation/output and imposition procedures when developing single and multiple page layout documents.

#### **GAT 137: ILLUSTRATION SOFTWARE**

4 Credit Hours

Students will evaluate and create single and multi-colored artwork in a vector-based graphics software application environment (Adobe Illustrator). An exploration of basic color theory and design principles will be included as well as the appropriate use of vector-based graphics software within the graphic reproduction process.

#### **GAT 220: MATERIALS AND PROCESSES**

4 Credit Hours

Students will assess and utilize contemporary materials for the production of graphically reproduced products. Materials covered will be paper, ink, fountain solutions, plates, blankets, and packing. PREREQUISITE: GAT 107 Graphic Reproduction Processes I.

#### **GAT 222: GRAPHIC REPRODUCTION PROCESSES II**

2 Credit Hours

Students will demonstrate skills and techniques used in operating medium format sheet-fed offset printing equipment. They will perform production procedures, and demonstrate production principles based on industry standards. Students will develop knowledge and experience necessary for lifelong personal development and growth. PREREQUISITE: GAT 107 Graphic Reproduction Processes I.

#### **GAT 229: PROJECTS IN SCREEN PRINTING**

4 Credit Hours

This course emphasizes the development of self-directed projects that help promote decision-making and leadership skills when working in small groups. Students will demonstrate production and problem solving skills. Students will also have the opportunity to explore the area of specialty graphics imaging. PREREQUISITE: GAT 109 Screen Printing Applications

#### **GAT 234: GRAPHIC DESIGN II**

4 Credit Hours

Students will apply the principles of graphic design to the visual communication process with emphasis on the verbal/visual interrelationship. Students will evaluate the ethical considerations of the design profession, including intellectual property and copyright issues, designer-client relationships, and internet use. Students will create digital artwork for use in the print medium. PREREQUISITE: GAT 117 Graphic Design I

#### **GAT 241: ADVANCED GRAPHIC PRODUCTION**

4 Credit Hours

Students will further an understanding of the technical considerations of the print production process, including the development of artwork for final output. Students will evaluate digital artwork files and reconcile potential technical problems including proper file format and resolution,

linked artwork files, and font file issues PREREQUISITE: GAT234 Graphic Design II.

#### **GAT 247: PHOTO SOFTWARE**

4 Credit Hours

Students will evaluate and create photographic and multi-colored artwork in a raster-based (pixel based) graphics software application environment (Adobe Photoshop). Students will gain additional experience scanning and editing artwork used for a variety of visual media.

#### **GAT 250: PHOTOGRAPHY**

4 Credit Hours

Combining lectures, demonstrations, assignments, and critiques, students learn to see photographically through an exploration of the basic tools, techniques and aesthetics of digital photography. The course will emphasize the creative use of camera controls, exposure, digital imaging software, and an awareness of the critical issues in contemporary photography. Assignments are designed to teach camera functions and printing techniques with an emphasis on developing a visual language through photography. PREREQUISITE: GAT 247 Photo Software

#### HOSPITALITY/CULINARY ARTS

#### **HCA 104: CULINARY TECHNIQUES**

3 Credit Hours

Students will demonstrate knowledge within culinary arts and the role of the professional chef. They will apply safe and sanitary procedures in food preparation and production. Students will learn proper knife skills and cuts and the use of various culinary tools and commercial food production equipment. In addition students will develop a foundation in culinary techniques, principles and the ability to develop the senses to properly season and flavor food. Students will also demonstrate the ability to identify classes of products and proper cooking methods for dairy, eggs, meats and poultry.

#### **HCA 106: INTRODUCTION TO BAKING & PASTRIES**

3 Credit Hours

Students will be able to explain key bakeshop terminology and demonstrate fundamental baking techniques needed in small retail shops and restaurants. They will demonstrate correct use of bakeshop ingredients, hand tools and equipment. Students will prepare quick breads, yeast breads, laminated doughs and a variety of cookies and candies. They will evaluate finished products prepared both in the FHTC kitchen . They will analyze causes for success and failure in products.

#### **HCA 107: SUSTAINABILITY & ENVIRONMENTAL ISSUES**

I Credit Hour

Sustainability in the modern kitchen is becoming an essential consideration and focus in the operation of foodservice businesses. This class will focus on sustainable choices in food production and the impact it has on "green commitment" in our society. Students will explain how chefs can be catalysts for positive change in the food industry by utilizing and promoting locally grown food and how principles of sustainability in the environment affect all of us.

#### HCA 109: INTRODUCTION TO GARDE MANAGER

3 Credit Hours

Students will prepared food used in the cold side of the kitchen. These dishes include: cold sauces and soups, salads, vinaigrettes and mayonnaise, sandwiches, hors d'oeuvre's, appetizers, relishes, and compotes will also be prepared. Buffet presentation, platter & design layouts will be created and will demonstrate basic comprehension of edible art and garnishing techniques and visual presentation.

#### HCA 110: RESTAURANT MANAGEMENT & LEADERSHIP

3 Credit Hours

Hospitality management is a core element to the success of any culinary professional. This course combines the elements of hospitality management and leadership theory. This course is designed to cover all the basic functions of restaurant management as well as a time to discover and evaluate personal leadership philosophy. In addition, certification may be earned from the National Restaurant Association (NRA) in collaboration with the ManageFirst (MFP) credential. This course is one of five (NRAEF) courses that help students earn the MFP certification.

#### **HCA 128: FOOD SANITATION**

I Credit Hour

ServSafe is a leading food safety training and certification program. Students will demonstrate knowledge of food safety procedure in employee hygiene, food handling, receiving, and storage. They will describe sanitary facilities and pest management. They will illustrate knowledge of government food safety regulations and standards. In addition, upon successful completion of the course students will earn a ServSafe® certificate from the National Restaurant Association (NRA) in collaboration with the ManageFirst Professional® (MFP®) credential. This course is one of five (NRAEF) courses that help students earn their MFP® certification.

Passing the standardized ServSafe exam with a 75% or above will earn the student the ServSafe certificate and credential. The ServSafe credential is a necessity for professional chefs and typically an expectation from employers

#### HCA 131: BAKING THEORY, PASTRY, & CONFECTIONS

3 Credit Hours

Students will demonstrate a mastery of skills previously learned in HCA 106, Introduction to Baking and Pastries. Skills included are: "Mise en Place" for the bakeshop, scaling recipes and identifying bakeshop ingredients, understanding basic principles of baking. Students will prepare a variety of decorative desserts, classic pastries, cake batters, custards, creams, and frozen desserts. PREREQUISITE: HCA 106 Introduction to Baking & Pastries; HCA 128 Food Sanitation

# HCA 132: INTERMEDIATE CULINARY TECHNIQUE &THEORY

3 Credit Hours

Students will demonstrate a mastery of skills previously learned in HCA 104 Culinary Techniques & Theory. Using safe, sanitary, and productive food preparation procedures they will demonstrate the ability to identify various grades of food products, correct purchasing and storage methods and proper cooking techniques. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking and Pastries; HCA 128 Food Sanitation

#### **HCA 133: CATERING & BANQUET MANAGER**

3 Credit Hours

Students will plan, organize, direct, execute, and control a catered event. They will demonstrate attention to details and be able to recognize and deal with problems and emergency situations that arise in the catering and banquet environment. They will understand how to be cost-efficient and financially profitable. They will demonstrate the use of computer software applications in catering and banquet planning. They will perform front-of-house duties, including enhanced customer service procedures. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking and Pastries; HCA 128 Food Sanitation

#### HCA 134: ADVANCED GARDE MANAGER

3 Credit Hours

Students will prepared food used in the cold side of the kitchen. Students will learn advanced techniques including: Hors d'oeuvre's, appetizers,

elements of charcutterie, pates, terrines, and cured and smoked foods. Students will demonstrate advanced techniques edible art, garnishing, fruit, vegetable and ice carvings. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking & Pastries; HCA 109 Introduction to Garde Manager; HCA 128 Food Sanitation;

# HCA 135: HOSPITALITY ACCOUNTING, PURCHASING, & COST CONTROL

3 Credit Hours

Students will learn the importance of controlling all costs associated with the operation of a foodservice establishment. Students will also learn how to forecast, budget, manage sales, and how to properly receive, store and prepare food in accordance to an operation's financial goals. In addition, students will prepare for and complete the certificate from the National Restaurant Association (NRA) in collaboration with the Manage First (MFP) credential. This course is one of the five NRA Educational Foundation (NRAEF) courses that help students earn their MFP certification.

#### **HCA 200: AMERICAN REGIONAL CUISINE**

3 Credit Hours

Students will demonstrate knowledge of basic culinary skills including knife skills, product identification, application of safety & sanitation practices, and teamwork. Regional Dishes will be prepared each class period, reinforcing the cooking techniques learned in HCA 104 & HCA 132. Plated techniques will be learned. Students will also possess the ability to explain the key features that shape each regional cuisine, including the land, indigenous people, first settlers, immigrants and economic viability. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking & Pastries; HCA 109 Introduction to Garde Manager; HCA 128 Food Sanitation; HCA 131 Baking Theory, Pastry, and Confections; HCA 132 Intermediate Culinary Techniques & Theory.

#### **HCA 201: FOOD TRUCK PRACTICUM**

3 Credit Hours

This is hands on class combines the business side of owning and operating a food truck while gaining practical application at local events and festivals. This class will explore all aspects of a food truck management; equipment needs and uses, food costing, menu planning, proper staffing, product development, marketing & the use of social marketing as well as obtaining permits, licenses and comprehension of legalities involved. Students will create menus designed for ease of service and cost analysis for profit, order food necessary for events, obtain licenses, handle cash flow exchanges, and manage all aspects of food truck management. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking & Pastries; HCA 109 Introduction to Garde Manager; HCA 128 Food Sanitation; HCA 131 Baking Theory, Pastry, and Confections; HCA 132 Intermediate Culinary Techniques & Theory; HCA 133 Catering and Banquet Production; HCA 135 Hospitality Accounting, Purchasing, & Cost Control

#### HCA 202: HOSPITALITY SUPERVISION & MARKETING

3 Credit Hours

This course introduces the student to principles of successful restaurant management. It includes the planning stages of marketing, menu design, pricing, and evaluation. It also emphasizes information managers need to know concerning employee recruitment and selection, and legal aspects of restaurant management. In addition, upon successful completion of the course students will earn a certificate from the National Restaurant Association (NRA) in collaboration with the ManageFirst Professional® (MFP®) credential. This course is one of five (NRAEF) courses that help students earn their MFP® certification. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking & Pastries; HCA 109 Introduction to Garde Manager; HCA 110 Restaurant Management & Leadership; HCA 128 Food Sanitation

#### **HCA 203: WORLD CUISINE**

3 Credit Hours

Students will prepare a variety of dishes using food and products reflecting flavors and techniques of international cuisine. Student will cook and prepare specialty dishes throughout the world. This class will prepare students to cook cuisines in bulk quantities and serve the public. Students will be able to describe the differences in each region what make each type of cuisine unique and dynamic. PREREQUISITES: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking & Pastries; HCA 109 Introduction to Garde Manager; HCA 128 Food Sanitation; HCA 131 Baking Theory, Pastry, and Confections; HCA 132 Intermediate Culinary Techniques & Theory; HCA 133 Catering and Banquet Production; HCA 200 American Regional Cuisine

#### **HCA 216: CULINARY NUTRITION**

3 Credit Hours

Students will identify a healthy diet as it applies to gender, age, activity level, and the status of an individual's health. Students will illustrate the ability to select healthy ingredients for food preparation. They will evaluate various cooking techniques and assess how they affect the flavor and quality of finished dishes. They will analyze recipes and develop healthy menu options. In addition, students will earn a certificate from the National Restaurant Association (NRA) in collaboration with the Manage First (MFP) credential. This course is one of the five (NRAEF) courses that help students earn their MFP certification. PREREQUISITE: HCA 128 Food Sanitation

#### **HCA 221: TECHNICAL INTERNSHIP**

2 Credit Hours

This course is designed for the student to gain practical experience in the food service industry, in both hands-on production, and management functions. Students successfully completing the internship should be well prepared to take on entry-level positions in the field. This ideal scenario is for the internship to provide supervision in a hands-on learning environment. Students may focus on one of three main disciplines: Culinary Arts, Baking/Pastries, Front of the house service or management. This course can be used as a substitute for (up to 5 hours) designated technical education courses at the discretion of program instructors. PREREQUISITE: Successful Completion of Technical Certificate. This internship is only available to students in the Associate's degree program. Students must pre-enroll in this course and a pre-approved internship site.

#### **HCA 222: TECHNICAL INTERNSHIP**

3 Credit Hours

This course is designed for the student to gain practical experience in the food service industry, in both hands-on production, and management functions. Students successfully completing the internship should be well prepared to take on entry-level positions in the field. This ideal scenario is for the internship to provide supervision in a hands-on learning environment. Students may focus on one of three main disciplines: Culinary Arts, Baking/Pastries, Front of the house service or management. This course can be used as a substitute for (up to 5 hours) designated technical education courses at the discretion of program instructors. PREREQUISITE (Unless Specifically Declared for Hospitality Dietary Manager Technical Certificate): Successful Completion of Technical Certificate. This internship is only available to students in the Associate's degree program. Students must pre-enroll in this course and a pre-approved internship site.

#### **HCA 223: TECHNICAL INTERNSHIP**

4 Credit Hours

This course is designed for the student to gain practical experience in the food service industry, in both hands-on production, and management functions. Students successfully completing the internship should be well prepared to take on entry-level positions in the field. This ideal scenario is for the internship to provide supervision in a hands-on learning environment. Students may focus on one of three main disciplines:

Culinary Arts, Baking/Pastries, Front of the house service or management. This course can be used as a substitute for (up to 5 hours) designated technical education courses at the discretion of program instructors. PREREQUISITE: Successful Completion of Technical Certificate. This internship is only available to students in the Associate's degree program. Students must pre-enroll in this course and a pre-approved internship site.

#### **HCA 233: MODERN GASTRONOMY**

2 Credit Hours

Students will demonstrate knowledge within culinary arts and correlate the connection between food preparation & scientific principles within modern cuisine and will explore the scientific side of food. Students will gain perspective as to how & why food reacts and understand the science behind cooking. Students will effectively demonstrate techniques such as sous vide, dehydration, the use of gums, powders, solidifiers and binding agents; centrifugal cooking, rapid infusion, adding smoke, specification, carbonation, foams, airs & multi-sensory taste-perception. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 109 Introduction to Garde Manger; HCA 128 Food Sanitation; HCA 132 Intermediate Culinary Techniques; HCA 133 Catering & Banquet Techniques; HCA 134 Advanced Garde Manger

# HCA 234: SPECIAL DIETS, ALLERGENS, & FOOD ACCOMMODATION

2 Credit Hours

Food allergies are a hot topic and have become common place in the foodservice industry. It is essential to understand how to accommodate any customer regardless of allergies, religion, dietary requirements or the latest diet and how to make proper substitutions while balancing flavor and nutritive values – More so, protecting your customer is the number one priority. This course will give the student the understanding of potential food allergies, food substitutions, protective measures, special diets and will explore various diets and their requirements. In addition, students will receive hands on instruction while practicing the art of food substitutions, menu design, and allergy free & gluten free baking. This course will also include the latest information regarding allergies and will prepare the student to accommodate virtually any dietary request. PREREQUISITE(Unless Specifically Declared for Hospitality Dietary Manager Technical Certificate): HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking & Pastries; HCA 109 Introduction to Garde Manger; HCA 128 Food Sanitation; HCA 131 Baking Theory, Pastry, & Confections; HCA 132 Intermediate Culinary Techniques; HCA 133 Catering & Banquet Techniques; HCA 134 Advanced Garde Manger; HCA 216 Culinary Nutrition

#### HCA 235: ADVANCED BAKING & RETAIL PRODUCTION

2 Credit Hours

Students will master previous skills developed from HCA 106 & HCA 131 and will apply them to elaborate pastries, tortes and various desserts. This class incorporates elements of retail baking production, food costing and sales. Students will develop a professional portfolio and create a personalized bakeshop business plan. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking & Pastries; HCA 110 Restaurant Management & Leadership; HCA 131 Baking Theory, Pastry & Confection; HCA 132 Intermediate Culinary Techniques; HCA 133 Catering & Banquet Production

# HEALTH AND HUMAN SERVICES

#### HHS 101: GROWTH AND DEVELOPMENT

3 Credit Hours

This course offers information concerning normal physical, psychological, and social developmental changes that occur during a person's lifespan from birth to death. The student will learn specific information identifying factors, which influence human development and changes within family structure.

The student will also learn strategies to assist individuals and/or families dealing with crisis such as hospitalization. ~KCOG System wide Transfer Alignment PSY 2020

#### HHS 113: NITROUS OXIDE SEDATION

I Credit Hour

The students will demonstrate the principles and interpret the physiological aspects of pharmacology to promote rational and optimal drug therapy. The students will continue to reinforce and integrate knowledge of pharmacology in clinical practice.

#### **HHS 115: MEDICAL TERMINOLOGY**

I Credit Hour

The student will demonstrate knowledge of medical terms, roots, abbreviations, and definitions commonly used in the healthcare profession. ~KCOG System wide Transfer Alignment HSC1030

#### **HHS 119: NUTRITION**

3 Credit Hours

Students will identify, describe and discuss the various nutrients essential to promoting growth and maintenance of the human body. Students will learn about the relationship of nutrients as related to food and the ability of the body to utilize it. Students will learn about nutrition at various life stages including pregnancy, infancy, adulthood and late adulthood.  $\sim\!\!\text{KCOG}$  System wide Transfer Alignment HSC 1010

#### HHS 241: HEALTHCARE PRACTICE MANAGEMENT

3 Credit Hours

The student will describe the overall perspective of health service organizations and the associated managerial role. The student will be able to utilize practical building blocks for managerial growth. The student will discuss the involvement of future roles for healthcare providers and outside forces that impact management of a healthcare component.

#### HHS 242: CURRENT TRENDS IN HEALTHCARE

3 Credit Hours

The student will discuss specific pieces of legislation, regulatory initiative, public concern issues, funding and actual provision of healthcare by various entities. The student will research and discuss current issues in healthcare and the impact of those issues on society. The student will complete projects that expand on specific areas of individual interest.

#### HHS 243: HEALTHCARE MANAGEMENT RESEARCH

2 Credit Hours

The student will discuss management issues, funding and actual provision of healthcare by various entities. The student will research and discuss specific roles of management in healthcare. The student will complete a major project or research paper that expands on a specific area of individual interest in administration and management.

#### HHS 250: IV THERAPY

2 Credit Hours

The LPN will perform IV therapy procedures as defined in K.A.R. 60-16-102 (b). The student will demonstrate knowledge, skills and competency in the administration of IV fluid therapy in a safe manner.

#### HHS 261: FIRST AID/ CPR

I Credit Hour

Students will demonstrate the basics of first aid from breathing and cardiac emergencies to the care of sudden illnesses or injuries.

#### HHS 264: HOME HEALTH AIDE

I Credit Hour

The students will demonstrate the basic principles of direct nursing care. The students will demonstrate knowledge of home nursing care in the skills lab and in the classroom. PREREQUISTE: Certified Nurse Aide

#### **HHS 265: MEDICATION AIDE**

3 Credit Hours

The student will demonstrate the basic principles of medication administration. The students will demonstrate knowledge of nursing care, and medication administration in the skills lab and in clinical practice. PREREQUISITE: Certified Nurse Aide

#### HHS 267: FIRST AID CPR

2 Credit Hours

Students will demonstrate the basics of first aid from breathing and cardiac emergencies to the care of sudden illnesses or injuries. ~KCOG System wide Transfer Alignment HSC1040

#### HHS 268: FA/HEART SAVER CPR

2 Credit Hours

Students will demonstrate the basics of first aid from breathing and cardiac emergencies to the care of sudden illnesses or injuries. ~KCOG System wide Transfer Alignment HSC1040

#### **HHS 270: CERTIFIED NURSE AIDE**

5 Credit Hours

The students will demonstrate the basic principles of direct nursing care. The students will demonstrate knowledge of nursing care in the skills lab and in clinical practice.

#### **HISTORY**

#### HI 102: US HISTORY SINCE 1877

3 Credit Hours

This course is a study of the United States from the end of Reconstruction to the present, analyzing the socioeconomic, political, cultural, and intellectual forces that have shaped American history and contemporary society. ~KCOG System wide Transfer Alignment HIS 1020

# HEALTH OCCUPATIONS TECHNOLOGY

#### HOT III: HOME HEALTH AIDE

I Credit Hour

The students will demonstrate the basic principles of direct nursing care. The students will demonstrate knowledge of nursing care in the skills lab and in clinical practice.

#### HOT 114: HEALTH OCCUPATIONS I

4 Credit Hours

The student will demonstrate basic knowledge about various career opportunities in the health care profession. The student will be able to identify the specific roles and responsibilities of the different health care professionals.

#### **HOT 211: RESTORATIVE AIDE**

I Credit Hour

The student will demonstrate the principles of basic rehabilitative care to promote or maintain optimal wellness. The student will continue to reinforce and integrate knowledge of rehabilitative theories in clinical practice

#### HOT 215: FIRST AID/ CPR

I Credit Hour

The student will recognize a serious medical emergency and demonstrate the knowledge of how to access EMS. The student will be able to furnish temporary assistance until competent medical care is obtained or until the chance for recovery without medical care is assured.

#### **HOT 220: HEALTH OCCUPATIONS II**

3 Credit Hours

The student will explore legal and ethical issues pertaining to the U.S. healthcare system, gain an understanding of the importance of confidentiality and patient documentation, and participate in clinical shadowing experiences with area healthcare providers.

#### HOT 223: INTRODUCTION TO MASSAGE THERAPY

I Credit Hour

The student will learn the principles of massage therapy and adapt this knowledge to the clinical setting. The student will be able to utilize these skills in caring for patients and residents in the long term care setting.

#### **HOT 225: FRONT OFFICE MEDICAL SKILLS**

I Credit Hour

The student will demonstrate basic knowledge about various duties pertaining to medical front office skills.

#### DENTAL HYGIENE

#### HYG I IO: DENTAL RADIOGRAPHY

2 Credit Hours

Prepares dental auxiliary students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. In this course students demonstrate competency on a manikin. In addition, students expose bitewing radiographs on a peer, role-play patient. Students gain further experience in exposing radiographs on patients in the clinical portion of their program. This course also provides the background in radiographic theory required for students to make informed decisions and adjustments. Students will manipulate and compare various dental materials. Each student will produce diagnostic impressions and models as well as recognize the properties and manipulation of gypsum products. Skills are developed concerning the properties and manipulation of temporary and permanent dental cements, materials used in tooth restoration and dental impression materials.

#### **HYG III: DENTAL MATERIALS**

2 Credit Hours

This course is designed to provide students with a knowledge base of the science and physical properties of dental materials. Through laboratory exercises, students will have hands-on experience with dental materials used in dental hygiene and dentistry while applying their knowledge of dental material sciences. Students will manipulate and compare various dental materials. Each student will produce diagnostic impressions and models as well as recognize the properties and manipulation of gypsum products. Skills are developed concerning the properties and manipulation of temporary and permanent dental cements, materials used in tooth restoration and dental impression materials. HYG PROGRAM PREREQUISITES

#### **HYG 112: NUTRITION AND ORAL HEALTH**

2 Credit Hours

This course will provide basic nutritional information, proper dietary planning, and will identify the relationship between nutrition and oral health. This course also discusses way to incorporate nutritional counseling into the dental patient's treatment as a means of caries prevention as well as nutritional needs for development, growth, and maintenance of the oral structures. HYG PROGRAM PREREQUISITES

#### HYG 113: CPR/FIRST AID/ MEDICAL EMERGENCY

I Credit Hour

Students will demonstrate the basics of first aid from breathing and cardiac emergencies to the care of sudden illnesses or injuries. HYG PROGRAM PREREOUISITES

#### **HYG 120: CLINICAL DENTAL HYGIENE I: PRE-CLINIC**

5 Credit Hours

This course introduces the students to the basic principles and theory of clinical dental hygiene. The course will include dental deposits and instrumentation, infection control and safety, as well as disease development and contributing factors. The student's skill and performance in removal of deposits through instrumentation is emphasized utilizing hands on instruction and demonstration. HYG PROGRAM PREREOUISITES

# HYG 125: EMBRYOLOGY/ HISTOLOGY AND ORAL ANATOMY

4 Credit Hours

This course will include a study of dental structures, dental anatomy, dental embryology, dental histology, developmental disturbances of the face, oral cavity and related structures, and dental morphology and occlusion. It will provide extensive background for the dental professional in the area of oral biology. 4 hours lecture/lab per week. HYG PROGRAM PREREQUISITES

#### **HYG 204: PERIODONTICS**

3 Credit Hours

This course provides the dental hygiene student with an in-depth study of periodontal disease including the inflammatory process and its relationship to the pathogenesis of periodontal disease; identification of etiological factors; classification of periodontal disease following a complete periodontal assessment; recognition of gingival conditions and risk assessment; description of periodontal surgical procedures; the recognition of periodontal emergencies; and the effectiveness of plaque control and nonsurgical periodontal therapy.

#### **HYG 205: HYGIENE EDUCATION & PREVENTION**

2 Credit Hours

This course will provide information on oral Health Education & Prevention with clinical applications. Students will be required to provide patient education and preventive measure to varied individuals and in various settings. Students will provide presentation materials on the importance of oral health education and prevention to audiences in public institutions. PREREQUISITE: HYG 112 Nutrition & Oral Health; HYG 120 Clinical Dental Hygiene I; HYG 125 Embryology/ Histology & Oral Anatomy;

#### **HYG 212: CLINICAL DENTAL HYGIENE II**

4 Credit Hours

Clinical Dental Hygiene II builds upon the fundamental level of the dental hygiene knowledge and skills acquired in Clinical Dental Hygiene I Pre-Clinic. The course will include the dental hygiene process of care, ultrasonic application, instrument sharpening, restorative charting and occlusion, developmental hygiene treatment plan, special needs patient care, advanced instrumentation and periodontal evaluation. An introduction to the dental hygiene process (ADPIE) and working with special-needs patient populations will be provided. This course will require students to travel to enrichment sites as assigned. Two hours lecture per week and eight hours clinical per week is required. PREREQUISITE: HYG 120 Clinical Dental Hygiene

#### **HYG 213: GENERAL & ORAL PATHOLOGY**

3 Credit Hours

This course will provide students the concepts related to general systemic and oral pathology. Principles of pathology include inflammation, immunity, neoplasia, and wound healing. Basic pathological processes of oral conditions, their etiologies and treatments will be discussed.

#### **HYG 214: PHARMACOLOGY**

2 Credit Hours

The students will demonstrate the principles and interpret the physiological aspects of pharmacology to promote rational and optimal drug therapy. The students will continue to reinforce and integrate knowledge of pharmacology in clinical practice. PREREQUISITE: HYG 120 Clinical Dental Hygiene II: Pre-Clinic; HYG 204 Periodontics; HYG 203 General & Oral Pathology

#### **HYG 215: NITROUS OXIDE**

I Credit Hour

The students will demonstrate the principles and interpret the physiological aspects of pharmacology to promote rational and optimal drug therapy. The students will continue to reinforce and integrate knowledge of pharmacology in clinical practice.

#### **HYG 217: DENTAL ANALGESICS & THERAPEUTICS**

2 Credit Hours

This course will introduce the basic principles of drug actions, emphasizing dental-related therapeutics and drugs associated with common systemic disorders, information on the selection of professional products, and principles necessary in administering local anesthesia. PREREQUISITE: HYG 204 Periodontics; HYG 212 Clinical Dental Hygiene II.

#### **HYG 219: DENTAL PUBLIC HEALTH**

2 Credit Hours

This course facilitates the student's development as a responsible leader in public health programs. Topics include public health structure and global public health access, statistical procedures for critiquing scientific literature and epidemiology. Course content includes emphasis on the role of the dental hygienist in community health promotion, implementation and evaluation using evidence based research. Community service and public health projects may be required. PREREQUISITE: HYG 204 Periodontics; HYG 212 Clinical Dental Hygiene II.

#### **HYG 220: CLINICAL DENTAL HYGIENE III**

6 Credit Hours

Students will continue development in the areas of patient management, preventive dental hygiene treatment and proficiency in clinical techniques through practical application. Current advances in dental hygiene services will also be introduced. This course will offer continued development of proficiency in clinical techniques and current procedural practices of the dental hygienist with emphasis on self-evaluation. Travel to enrichments sites is mandatory and transportation is the responsibility of the student. PREREQUISITE: HYG 204 Periodontics; HYG 212 Clinical Dental Hygiene II.

#### **HYG 230: CLINICAL DENTAL HYGIENE IV**

6 Credit Hours

Students will continue development in the areas of patient management, preventive dental hygiene treatment and proficiency in clinical techniques through practical application. Current advances in dental hygiene services will also be introduced. This course will offer continued development of proficiency in clinical techniques and current procedural practices of the dental hygienist with emphasis on self-evaluation. Topics will include ethics, jurisprudence, office management, current dental hygiene issues and preparation for board exams. PREREQUISITE: HYG 220 Clinical Dental Hygiene III

#### **HYG 231: BOARD EXAM REVIEW**

2 Credit Hours

Capstone course to integrate students in the overall dental hygiene clinical and board exams. The students will practice board exams in preparation for licensing examinations; included in the course are multiple case studies, class discussions and mock exams.

#### **HYG 232: SPECIAL NEEDS**

2 Credit Hours

This course is designed to provide the dental hygiene student with the knowledge to identify specific needs of patients and factors affecting their oral health. Students will practice accommodating the needs of special needs patients and perform the precautions and procedures that must be followed to ensure proper care. The students will understand the patient's special needs and apply this understanding in the context of the concept of total health, recognizing the special opportunities for preventative care that arise in such circumstances. PREREQUISITE: HYG214 Pharmacology; HYG215 Nitrous Oxide Sedation; HYG217 Dental Analgesics and Therapeutics; HYG219 Dental Public Health; HYG210 Clinical Dental Hygiene III

# INDUSTRIAL ENGINEERING TECHNOLOGY

#### IET 113: INDUSTRIAL ELECTRICITY

4 Credit Hours

Students will identify the proper equipment, materials and tools used in industrial settings. Students will be introduced to industrial symbols, and electrical schematics. The students will define current, voltage, and resistance as they relate to all values of electricity. Students will identify types of fuses and circuit breakers use in industrial settings. Alternating current will be explained.

#### **IET 114: INDUSTRIAL WIRING**

4 Credit Hours

Students will calculate the size of electrical loads and determine wiring applications for supply, feeder and branch circuits. Wiring AC circuits will include the wiring of industrial devices such as transformers, relays and timers. Study and application of industrial electrical symbols, solenoids, and single phase motors will be included. Emphasis will be on developing wiring competencies required by industrial equipment. Applied communications skills will be included. PREREQUISITE: IET 113 Industrial Electricity.

#### IET 115: RESIDENTIAL WIRING I

4 Credit Hours

Students will identify the proper tools, and develop high standard skills in maintenance, troubleshooting, installing, as well as repairs in residential wiring. Students will use Ohms Law principles to understand the theory of electricity, and practice wiring different circuits common to residential wiring. Students will demonstrate proper method of installing parallel as well as series circuits using multiple switches and loads. Students will utilize the National Electric Code to understand the requirement for installing an electrical system that is essentially free from hazard and safeguards persons and property from hazards arising from the use of electricity.

#### **IET 120: ELECTRICAL TROUBLESHOOTING**

4 Credit Hours

This class will cover all aspects of troubleshooting electrical systems. The course will focus on electrical system applications, step-by-step troubleshooting procedures, and hands-on troubleshooting activities that reinforce the concepts presented. The course will also touch on concepts concerning NFPA 70E® requirements, and motor nameplate interpretation. PREREQUISITE: IET 213 Motor Controls

#### **IET 213: MOTOR CONTROLS**

4 Credit Hours

Students will construct typical circuits based on ladder diagrams and wiring diagrams for single-phase and 3-phase electric motors. Control stations will include stop/start pushbuttons, selector switches, photo-

eyes, limit switches, and toggle switches. Diagrams of single stations, dual stations, jogging, and reversing push button stations will be included. Interlocking of motor starters will include mechanical, electrical, and push button interlocks. Timers and relays will be used in conjunction with motor control circuits' in general industrial plant applications. Devices such as pilot light will be added to each circuits as well as proper fuse control, and safety disconnects. PREREQUISITE: IET 113 Industrial Electricity; IET 114 Industrial Wiring

#### **IET 214: PROGRAMMABLE CONTROLLERS**

4 Credit Hours

Students will operate and define the capabilities of programmable controllers, applying the latest technology in industrial computer use. Learning to create programs utilizing relays, switches, and BOOL logic will provide opportunities for creating industrial applications. PREREQUISITE: IET 213 Motor Control

#### **IET 217: INSTRUMENTATION**

4 Credit Hours

In this course students will learn how to properly install, maintain, program, and troubleshoot a variety of industrial instruments and control systems. Students will install and troubleshoot a variety of sensors to include temperature, pressure, level, and flow. Students will set-up and configure motion systems utilizing Kinetix servo drive systems. PREREQUISITE: IET 214 Programmable Controllers; IET 246 Engineering Energy Applications

#### **IET 231: MECHATRONICS**

4 Credit Hours

Students will identify the basic types of conveyer mechanical drives used in industry. This includes the wiring, installation and design of conveyer systems drive systems well as programming the variable drives used to drive the system. PREREQUISITE: Completion/Concurrent enrollment IET 233 Industrial Mechanical Principles.

#### **IET 233: INDUSTRIAL MECHANICAL PRINCIPLES**

4 Credit Hours

Students will develop the skills to draw, layout, assemble, disassemble, fabricate, maintain and calculate loads for mechanical equipment used in industry and manufacturing. Print interpretation and basic mechanical drawing will be utilized.

#### **IET 243: HYDRAULICS AND PNEUMATICS**

4 Credit Hours

Students will develop skills to construct both hydraulic and pneumatic systems. This course provides comprehensive instruction in the fluid power field, ranging from historical information to details on the design and operation of hydraulic and pneumatic components, circuits, and systems. The approach used throughout this course is based on developing an understanding of the operation of fluid power component parts and circuits.

#### **IET 246: ENGINEERING ENERGY APPLICATIONS**

4 Credit Hours

Students will learn the advanced operations and capabilities of programmable logic controllers and logic relays. Programming will include CompactLogix controllers as well as touch screens and variable frequency drives. Rockwell RS Logic software will be applied to actual industrial problems. Software includes Studio 5000 and RSLinx. PREREQUISITE: Completion/ Concurrent Enrollment IET 214 Programmable Controls

#### **IET 250: INTERNSHIP**

4 Credit Hours

This course is intended to provide students with training from qualified personnel in an industrial setting that is unavailable in a classroom or even a laboratory. A student's ability to apply the body of theory learned over the course of a year or more of formal training in laboratory and

classroom is finally tested in the field. By approaching the real life problems a technician faces every day with a systematic approach in a safe, professional manner a student can perfect their skills, attitude and knowledge base. The instructor, the engineering 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 engineering supervisor/coordinator. Students may elect to enroll in this course in lieu of IET 254 Troubleshooting. This class is available to individuals who are accepted by an internship site that agrees to assist in negotiated evaluations. An internship for IET 25 must be approved by the instructor before the start of IET 254 Troubleshooting so that all agreements may be signed and in place before the beginning of last quarter: PREREQUISITE: Industrial Engineering Technology Technical Certificate

#### **IET 254: TROUBLESHOOTING**

4 Credit Hours

Troubleshooting principles and techniques will be developed for all the mechanical, electrical and electronic equipment utilized in the Industrial Engineering Associate of Applied Science degree program. Simulation software is utilized to expose students to many scenarios in a brief amount of time. Troubleshooting basics are taught in a semester but mastered in a career. IET 250: Internship can be taken in place of this course with proper approval of placement. PREREQUISITE: IET 214 Programmable Controllers; IET 217 Instrumentation; IET 246 Engineering Energy Applications

# INTERACTIVE MULTIMEDIA DESIGN

#### **IMD 120: PRINCIPLES OF COMPUTER GRAPHICS**

3 Credit Hours

This course will focus on a variety of multimedia and computer based graphics fundamentals. These core concepts will be built upon in future Interactive Multimedia Design courses at FTHC. Students will begin by defining multimedia and exploring how computer graphics have evolved over the years. Visual communication, usability and interactive design concepts will be introduced. Static and time-based media will be explored as well as industry standard terms and concepts relating to computer based graphics.

#### **IMD 125: DIGITAL STORYTELLING**

3 Credit Hours

Telling a story through a digital medium presents many challenges and opportunities. Students will learn to combine technical skills with the art of storytelling. Experimenting with a variety of sound, still image, and video editing tools, students will learn to choose the right tool for the job. Students will develop storytelling skills including brainstorming, storyboarding, and developing a digital story. Opportunities to use digital stories in corporate training environments, classrooms, entertainment, game development, and other avenues will be discussed as well as the future of digital storytelling.

#### IMD 131: 3D GRAPHICS & ANIMATION I

3 Credit Hours

In this course, students will be introduced to concepts in computer modeling and basic animation. Students will complete a project that involves creating standard primitives, polygon modeling, creating materials, lights, and cameras, and finally, animating and rendering a scene. The concept of keyframing will be discussed in detail and the use of Autokey and Set Key modes in 3ds Max. Important techniques in file management and maintenance on the computer workstation will also be covered.

#### IMD 140: DIGITAL VIDEO PRODUCTION I

3 Credit Hours

Students will be introduced to the basics of videography, the use of tripods and camera heads, lighting, and microphone usage. Basic editing will also be covered. Students will gain hands experience in shooting, composition and editing. The art of storytelling through the use of visual imagery will be covered. The audio portion of a video project will also be introduced, including use of microphones, audio processing software, noise reduction and compression.

#### IMD 150: PHOTOSHOP FOR MULTIMEDIA

3 Credit Hours

During this course, students will be introduced to Adobe Photoshop and discuss visual communication as a multimedia professional. We will start by getting to know the workspace, tools and panels available in Photoshop. Next, we will explore selection techniques, painting and retouching, layers, smart objects, and filters. Concepts such as RGB vs. CMYK, image resolution, and file formats will be discussed. Finally, we will look at how to effectively create images for web, video, and other multimedia products.

#### IMD 161: 3D GRAPHICS & ANIMATION II

3 Credit Hours

3D Graphic & Animation II builds on the 3D Graphics & Animation I course. Using current industry software this course will help overcome barriers and fears which are standing between the student and the world of animation and motion design. The course will focus on the animation movement principles bringing the student closer to the desired smoothness and professional appearance. PREREQUISITES: IMD 120 Principles of Computer Graphics; IMD 131 3D Graphics & Animation I; IMD 150 Photoshop for Multimedia

#### IMD 170: DIGITAL VIDEO PRODUCTION II

3 Credit Hours

This class will explore techniques to improve your digital video productions including workflow, shooting, and non-linear editing techniques. Preproduction tasks such as brainstorming, working with clients, and storyboarding will be practiced. Students will be introduced to new equipment including, dollies, jibs, glide-cams, DSLR cameras for video, and external monitors. Students will experiment by shooting "short films" to improve their storytelling abilities and shooting techniques. A marketing based video will be produced for a "real-world" client as a team project for the semester. PREREQUISITE: IMD 120 Principles of Computer Graphics; IMD 125 Digital Storytelling; IMD 140 Video Production I; IMD 150 Photoshop for Multimedia

#### IMD 180: INTERACTIVE MEDIA I

3 Credit Hours

This course will introduce students to Adobe Flash Professional. Students will learn to create vector-based artwork with the tools available in Flash. Importing artwork created in other programs such as Adobe Photoshop and Adobe Illustrator will also be explored. The principles of animation, using the timeline, frames, keyframes, and tweening will be introduced. Students will be introduced the Action Script, the programming language that allows you to design animations that are interactive. Finally, students will practice exporting an animation for a variety of end products. PREREQUISITE: IMD 120 Principles of Computer Graphics; IMD 150 Photoshop for Multimedia

# IMD 185: INTRODUCTION TO INSTRUCTIONAL TRAINING DESIGN

3 Credit Hours

This course will introduce the concepts of instructional design and how it relates to the multimedia developer. Students will follow the ADDIE model to assist in designing effective multimedia-based instructional materials. The final project will require students to apply what they have learned and create a real-world, multimedia-based learning object. Education and

career opportunities in the instructional design world will also be discussed. PREREQUISITE: IMD 120 Principles of Computer Graphics; IMD 150 Photoshop for Multimedia

#### IMD 190: COMPOSITING

3 Credit Hours

Students will learn Adobe After Effects and create basic composites, as well as nested composites. They will gain hands on experience combining visual elements through techniques such as "green screen" and combining layered elements in the computer. Creating keyframes on the timeline, masking effects, movable mattes and text animation will be covered, along with selecting the correct resolution and file format to be handed off to the next step in the production pipeline. Students will also discuss the ethical issues involved with compositing. PREREQUISITE: IMD 120 Principles of Computer Graphics; IMD 140 Video Production I; IMD 150 Photoshop for Multimedia

#### IMD 222: COMPOSITING II

2 Credit Hours

Compositing II will give students the opportunity to expand upon their compositing and animation skills in Adobe After effects. Students will continue to develop their keying, animating, masking, keyframing, and compositing skills. More advanced projects including logo animation and show intro animations will be worked on. Controlling animation through "expressions" will also be introduced. The composites created in this course will be used to supplement projects in the Digital Video Production courses as well. Students will learn to develop a practical "workflow" when working in multiple software packages to complete a project. PREREQUISITE: IMD 190 Compositing I

#### IMD 230: INTERACTIVE MULTIMEDIA II

3 Credit Hours

This course picks up where IMD 180 Interactive Multimedia leaves off and continues more in depth with Action Script – which is the programming language for Flash. Knowledge of Action Script is a must for control of nearly all advanced features in Flash. Student will focus on creating more complex and interactive projects in Flash. PREREQUISITE: IMD 180 Interactive Multimedia I

#### IMD 240: MULTIMEDIA PROJECT DESIGN

2 Credit Hours

Students will take on the role of Multimedia Project Manager in this course. Various team member roles will be discussed as well as planning, costing, designing, producing, and delivering a final product to the client. A fictional client and multimedia project will be given to each student. Students will form a plan, design a budget, set milestones, define deliverables, write a client proposal, create a production schedule, "hire" talent and crew, produce, and deliver the final product, all within the proposed budget. PREREQUISITE: IMD 170 Video Production II; IMD 185 Introduction to Instructional Training Design

#### **IMD 252 ADVANCED MEDIA PRODUCTION**

3 Credit Hours

Advanced Media Production will focus on Live Streaming, Broadcasting, and Unmanned Aircrafts. Learn the history of Livestreaming, Broadcasting and focus on the technology of livestreaming and how it is used in today's businesses. Students will also gain the knowledge to pass the FAA Unmanned Aircraft test. Understanding the rules and laws that exist to help you fly safely in the national airspace that is required to fly an Unmanned Aircraft as a hobbyist or for commercial use. PREREQUISITE: IMD 170 Digital Video Production II, IMD 230 Interactive Multimedia II

#### **IMD 260: PRODUCTION PORTFOLIO**

3 Credit Hours

Students will create a portfolio to showcase their work as a multimedia artist. The form of the portfolio can take on many forms including but not limited to a show real, hard copy of graphics, DVD, website, or a

combination of many delivery methods. Students will include work created during their time in the IMD programs as well as other work they have created relating to multimedia. PREREQUISITE: IMD 222 Composting II; IMD 230 Interactive Multimedia II; IMD 240 Multimedia Project Design; IMD 251 Advanced 3D Graphic & Animation

# IMD 270: PROJECT MANAGEMENT AND CLIENT MANAGEMENT

2 Credit Hours

Students will take on the role of Multimedia Project manager in this course. As Project Manager, students will design a multimedia project. Students will plan the project and include cost, designing, producing, and deliver the final project to the client. In doing this, students will write a project plan, create a client proposal, develop a storyboard, and submit a final multimedia project. PREREQUISITE: Completion of Technical Certificate

#### **IMD 273: PRODUCTION INTERNSHIP**

I Credit Hour

A faculty-supervised work environment involving research into multimedia design, production and procedures that relate to real-world situations in a career field. This course allows a student to investigate in depth some subject matter that has been presented in one of the ordinary courses offered by the College and utilize those competencies in a career or job situation. Such an internship is ordinarily in the area of concentration that the student is especially prepared. A student who desires to pursue an internship must present a list of objectives and goals to be reached during the internship in advance of the preregistration period to the IMD faculty instructor who agrees to direct and evaluate the internship. PREREQUISITE: IMD 222 Compositing II; IMD 230 Interactive Multimedia II; IMD 240 Multimedia Project Design; IMD 251 Advance 3D Graphics & Animation

#### **IMD 285: DIGITAL VIDEO PRODUCTION PROJECTS**

3 Credit Hours

Students in this course will produce one or more video projects that they choose, plan, and produce on an individual basis. They will be in control of all aspects of the workflow from concept through delivery of final product(s). New equipment and advanced shooting techniques will be experimented with throughout the semester. The focus will be on the application of skills learned in Digital Video Production I and 2 as well as developing new skills in planning, shooting and editing video. PREREQUISITE: IMD 170 Video Production II; IMD 222 Compositing II; IMD 240 Multimedia Project Design

## **MATHEMATICS**

#### MA 090: PRINCIPLES OF MATHEMATICS

3 Credit Hours

The Developmental Math course is a lab class, mastery-based assessment, and learning system. It provides an efficient, effective, and engaging learning experience for each student. The course is designed with the knowledge that every student is different. With the ability to map each student's unique knowledge state, the course can make these determinations before students begins the course work and then focus on the areas where the students need work. An Initial Knowledge Exam will determine the level for each student and students will then work on the identified areas of attention.

#### MA 096: COLLEGE ALGEBRA WITH REVIEW

2 Credit Hours

This course is designed to meet the remedial qualifications for Technical Math and College Algebra. The course will include: MA 090 Principles of Math, MA 097 Beginning Algebra, and MA 099 Intermediate Algebra. An Initial Knowledge Exam will determine the level for each student and students will then work on the identified areas of attention.

#### MA 097: BEGINNING ALGEBRA

3 Credit Hours

This course represents development in algebraic and function concepts above Principles of Mathematics and below Intermediate Algebra. The course includes: a review of number and equation properties, data analysis, interval notation, and scientific notation; a study of function representation, behaviors of the linear, quadratic, absolute value, and square root functions. It also includes a deeper analysis of: arithmetic operations on polynomials, factoring, linear and quadratic equations, and solving equations. An Initial Knowledge Exam will determine the level for each student and students will then work on the identified areas of attention.

#### MA 099: INTERMEDIATE ALGEBRA

3 Credit Hours

Students will learn and demonstrate the use of the basics of algebra such as linear equations, inequalities, polynomials and functions, factoring, and quadratic equations. The course is designed to provide the students with the math skills needed in order to succeed in College Algebra. An Initial Knowledge Exam will determine the level for each student and students will then work on the identified areas of attention.

#### MA 107: TECHNICAL MATHEMATICS

3 Credit Hours

Students will learn and demonstrate the use of the basics of mathematics, algebra, geometry and trigonometry. Topics will include operations with polynomials, linear equations, systems of equations, right triangle trigonometry and basic statistical concepts. The course is designed to provide the students with the math skills needed to succeed in the technical courses they take. PREREQUISITE: Qualifying placement score on ACT, ACCUPLACER, or similar; MA 097 Beginning Algebra with "C" or better

#### MA 110: COLLEGE ALGEBRA

3 Credit Hours

Students will perform algebraic functions such as basic operations, products and factoring, linear and quadratic equations, graphs, ratio and proportions, inequalities, logarithms, mathematical induction, permutations, combinations and determinants. ~KCOG System wide Transfer Alignment MAT 1010 PREREQUISITE: Qualifying score on ACT, ACCUPLACER, or similar; MA 099 Intermediate Algebra with "C" or better;

# MACHINE TOOL ENGINEERING

#### MTE 113: MANUAL MACHINING I

4 Credit Hours

The student will demonstrate standards of practice and will operate the machine tools to make a series of projects that teach the basics of machine tool operations.

#### MTE 114: MANUAL MACHINING II

4 Credit Hours

The student will demonstrate standards of practice and will operate the machine tools to make a series of advanced projects that teach advanced machine tool operations. PREREQUISITE: MTE 113 Manual Machining I.

#### MTE 126: INTRODUCTION TO MASTERCAM

4 Credit Hours

The students will use Mastercam computer-aided programming to generate basic programs for the Haas milling center and the Mitsubishi milling center. They will learn to program, set-up, and run basic Mastercam projects on the CNC mills.

#### MTE 127: CONVERSATIONAL LATHE PROGRAMMING

2 Credit Hours

The students will operate and program a conversational Mazak lathe. They will learn to home the machine, do preventive maintenance, set zero, set tool length, and program at the work center with the Mazak conversational programming package.

#### MTE 211: BASIC MILL AND LATHE PROGRAMMING

4 Credit Hours

The students will choose appropriate tooling, use correct "G and M" codes, generate setup sheets and calculate feeds and speeds for mills and lathes. They will translate the assigned blueprints into computer numerical controlled programs.

#### MTE 212: COMPUTERIZED MACHINE OPERATION

4 Credit Hours

The students will operate the Haas (Mitsubishi) milling center and the Daewoo lathe. They will learn to home the machine, do preventive maintenance, set zero, set tool lengths, and run the preprogrammed assigned projects. PREREQUISITE: MTE 211 Basic Mill & Lathe Programming.

# MTE 231: ADVANCED MILL AND COMPUTER MEASUREMENT PROGRAMMING

4 Credit Hours

The students will use advanced "G: and "M" codes, canned cycles and macros. They will learn to reduce programming time, setup time, and run time on the CNC mill. Projects will be programmed and run complete to exact tolerances. The students will also learn to program the Helmel Check Master. They will learn how to lay out an effective inspection plan with emphasis on future operators being able to understand and run the programs. This course includes an internship option for a portion of the class. PREREQUISITE: MTE 211 Basic Mill & Lathe Programming.

#### MTE 232: ADVANCED LATHE PROGRAMMING

4 Credit Hours

The students will use the advanced "G" and "M" codes to reduce programming time, setup time, and run time. They will produce programs and manufacture parts to exact tolerances. PREREQUISITE: MTE 211 Basic mill & Lathe Programming.

#### MTE 234: COMPUTER-AIDED MACHINE DEVELOPMENT

4 Credit Hours

The students will use MasterCam computer-aided programming to generate programs for the Haas milling center and the Mitsubishi milling center. They will learn to develop setup sheets, tool sheets, and the ability to produce a program that future operator can run and understand. PREREQUISITE: Computerized Machine Tool Engineering Technical Certificate

#### MTE 237: COMPUTER-AIDED 3-D MACHINE DEVELOPMENT

4 Credit Hours

The students will use Mastercam 3-D computer-aided programming to generate programs for the Haas milling center and the M-VC milling center. They will also learn to program and machine plastic injection molds. PREREQUISITE: Computerized Machine Tool Engineering Technical Certificate

#### MTE 243: ADVANCED MACHINE OPERATION

6 Credit Hours

The students will program and operate the 308 Bridgeport mill, 6S Daewoo lathe, 200 M Daewoo lathe, M-VC Mitsubishi mill, Haas mill and Mazak lathe. They will learn to home the machine, do preventive maintenance, set zero, set tool lengths, program and produce the assigned projects. PREREQUISITE: Computerized Machine Tool Engineering Technical Certificate

#### MTE 246: INTERNSHIP

4 Credit Hours

The students will use skills learned from the Machine Tool Technology program in the workplace. It is encouraged that the Intern receive and experience real workplace knowledge. The students will also utilize and apply their knowledge of CNC operation, manual machining, inspection, and if possible CNC programming. Students will apply this knowledge to current business and industry standards. PREREQUISITE: Computerized Machine Tool Engineering Technical Certificate

#### **NETWORK TECHNOLOGY**

# NET 100: WINDOWS COMMAND-LINE INTERFACE FUNDAMENTALS

I Credit Hour

Students will utilize DOS commands from the Microsoft Windows command-line interface (CLI) to manipulate the operating system and its file system. This course is an online self-study course delivered through the Internet on the FHTC Online Course website.

#### **NET 115: DIGITAL ELECTRONICS**

3 Credit Hours

Students will evaluate and construct common DC and AC circuits. Students will construct, evaluate, and repair common digital circuits and devices which are used in computers. The student will examine the various components and test equipment used in digital electronics. Extensive hands-on application of circuitry is stressed. This course is required for all Network Technology courses 116 or higher. PREREQUISITE: NET 100 Windows Command-Line Interface Fundamentals (Completion; Concurrent Enrollment; successfully Test-out; or Enrolled in Computer Program Design)

#### **NET 116: PC SERVICING & TROUBLESHOOTING**

3 Credit Hours

Students will analyze the hardware components of a personal computer and evaluate their relative industry standards in terms of features, performance, and cost. They will analyze and evaluate industry-standard operating systems and their relative software components in terms of features, performance, and cost. Students will perform installations and upgrades of hardware and software components of the PC and demonstrate preventive maintenance techniques on these components. They will interact with customers in order to troubleshoot and repair malfunctioning customer's PCs. This course is preparatory for the A+ essentials certification exam. This course is required for all Network Technology courses 117 or higher. PREREQUISITE: NET 115 Digital Electronics

#### **NET 117: NETWORKING CONCEPTS**

3 Credit Hours

Students will examine the essentials of computer networking by comparing and contrasting industry-standard network models, services, transmission media, protocols, and architectures. They will design and construct computer networks using these models, services, transmission media, protocols, and architectures. Students will also analyze common maintenance, troubleshooting, and security practices used in modern networks. This course is preparatory for the CompTIA Network+certification exam. This course is required for all Network Technology courses 200 or higher. PREREQUISITE: NET 116 PC Servicing and Troubleshooting

#### **NET 230: MICROSOFT CLIENT ADMINISTRATION**

2 Credit Hours

Students will install, configure, maintain, and troubleshoot the Microsoft Windows client operating system. This course is preparatory for a Microsoft client certification exam. PREREQUISITE: NET 117 Networking Concepts

#### **NET 235: VIRTUAL DATACENTERS**

4 Credit Hours

Students will install, configure, and manage a server virtualization platform. They will then install and configure virtual servers using the server virtualization platform. Students will also install, configure, and manage a SAN (Storage Area Network). PREREQUISITE: NET 117 Networking Concepts

#### **NET 236: VIRTUAL DATACENTERS II**

4 Credit Hours

Students will install, configure, and manage both Microsoft SQL and Exchange virtual servers. They will also install, configure, and manage a virtual desktop infrastructure. Students will then use the virtual desktop infrastructure to install and configure virtual desktop clients. PREREQUISITE: NET 235 Virtual Datacenters

#### **NET 248: MICROSOFT SERVER ADMINISTRATION I**

3 Credit Hours

Students will install, configure, maintain, and troubleshoot the Microsoft Windows Server operating system and Active Directory. They will also install, configure, and maintain basic network services using Windows Server and Active Directory. This course is preparatory for an entry-level Microsoft server certification exam. PREREQUISITE: NET 230 Microsoft Client Administration

#### **NET 272: LINUX ADMINISTRATION I**

3 Credit Hours

Students will install, configure, and troubleshoot the Linux operating system. They will examine and perform fundamental user and file system management tasks utilized by network administrators on Linux servers. PREREQUISITE: NET 117 Networking Concepts

#### **NET 273: LINUX ADMINISTRATION II**

3 Credit Hours

Students will install, compile, configure, and troubleshoot common devices and software packages in the Linux operating system. They will examine and perform fundamental network service management tasks utilized by network administrators on Linux servers. Students will also analyze and demonstrate basic preventive maintenance and security practices in a Linux environment. This course is preparatory for the LPI (Linux Professional Institute) Level I certification exams. PREREQUISITE: NET 27 I Linux Administration I

#### **NET 274: NETWORK SECURITY**

5 Credit Hours

Students will examine the essentials of computer network security by analyzing and demonstrating the risks and threats to an organization's data and exploring the methods and technologies used to safeguard this data. This course is preparatory for the CompTIA Security+ certification exam. PREREQUISITE: NET 273 Linux Administration II; NET 275 Microsoft Server Administration II; NET 282 Cisco Administration II

#### **NET 275: MICROSOFT SERVER ADMINISTRATION II**

3 Credit Hours

Students will examine and perform the administrative tasks utilized by network administrators on Windows servers in order to configure and maintain the users, file systems, network services, and network infrastructure of a Microsoft Windows network using Active Directory. This course is preparatory for a Microsoft server certification exam. PREREQUISITE: NET 248 Microsoft Server Administration I

#### **NET 276: MICROSOFT SERVER ADMINISTRATION III**

3 Credit Hours

Students will examine and perform advanced administrative tasks utilized by network administrators on a Microsoft Windows network using Windows servers and Active Directory. This course is preparatory for a Microsoft server certification exam. PREREQUISITE: NET 275 Microsoft Server Administration II

#### **NET 280: CISCO NETWORK ADMINISTRATION I**

4 Credit Hours

Students will analyze and demonstrate the procedures required to install, configure, secure and troubleshoot Cisco switches and routers in an internetwork environment. They will examine and perform fundamental management tasks using the Cisco IOS software. PREREQUISITE: NET 117 Networking Concepts

#### **NET 281: NETWORK TECHNOLOGY INTERNSHIP**

2 Credit Hours

Students will work in an IT business environment working with and assisting the network administrator in supporting, troubleshooting, and maintaining the computer network and related systems. The student will display the ability to communicate effectively with others and perform job tasks accurately and efficiently. Integration of classroom training with on-the-job experience will allow the student to relate more meaningfully to their future IT/network support careers. PREREQUISITE: NET 275 Microsoft Server Administration II, NET 273 Linux Administration II, NET 282 Cisco Network Administration II, NET 236 Virtual Datacenters I

#### **NET 282: CISCO ADMINISTRATION II**

4 Credit Hours

Students will analyze and demonstrate the procedures required to install, operate, and troubleshoot a small to medium size enterprise branch network using Cisco switches and routers. They will perform these more advanced management tasks using the Cisco IOS software. This course is preparatory for a Cisco certification exam. PREREQUISITE: NET 280 Cisco Network Administration I

#### NURSING

# NSG 101: KSPN FUNDAMENTALS OF PHARMACOLOGY & SAFE MEDICATION ADMINISTRATION

2 Credit Hours

This course provides an introduction to the principles of pharmacology including: pharmacokinetics, pharmacodynamics, pharmacotherapeutics, common adverse/side effects, and contraindications. Emphasis is placed on nursing care related to the safe calculation and administration of medications to client s across the life span.

#### NSG 121: KSPN FOUNDATIONS OF NURSING

4 Credit Hours

This course utilizes the nursing standards of practice based on principles of biology, psychosocial, spiritual and cultural to meet the needs of clients throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety & therapeutic communication. Concepts and skills are enhanced in subsequent courses.

#### NSG 122: KSPN FOUNDATIONS OF NURSING CLINICAL

2 Credit Hours

This course explores the art and science of nursing in this clinical course. Emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced.

#### NSG 125: KSPN NURSING CARE OF ADULTS I

4 Credit Hours

This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cardiac output and tissue perfusion, oxygenation, regulation and metabolism, and integument. Principles of pre-and post-operative care and IV therapy are also addressed.

#### NSG 126: KSPN NURSING CARE OF ADULTS I CLINICAL

3 Credit Hours

This course focuses on the care of adult clients with common medical/ surgical health alterations. The clinical laboratory experience provides the student an opportunity to apply the theoretical concepts from Nursing Care of Adults I and implement safe client care in selected settings.

#### NSG 202: KSPN MATERNAL/ CHILD NURSING

2 Credit Hours

This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Emphasis is placed on care of the pregnant woman and newborn, normal growth and development, and common pediatric disorders. PREREQUISITE: NSG 100/NSG 101 Fundamentals of Pharmacology; NSG 121 KSPN Foundations of Nursing; NSG 122 KSPN Foundations of Nursing Clinical; NSG 123/NSG 125 Nursing Care of Adults I; NSG 124/NSG 126 Nursing Care of Adults I Clinical; HHS 101 Growth & Development.

#### NSG 203: KSPN MATERNAL/CHILD NURSING CLINICAL

I Credit Hour

This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Students are given the opportunity to observe the uncomplicated birth process and practice postpartum care as well as care of the newborn in the clinical/laboratory setting. Common pediatric diseases and the growth and development process is the focus of child-related clinical laboratory experiences. PREREQUISITE: NSG 100/NSG 101 Fundamentals of Pharmacology; NSG 121 KSPN Foundations of Nursing NSG 122 KSPN Foundations of Nursing Clinical; NSG 123/NSG 125 Nursing Care of Adults I; NSG 124/NSG 126 Nursing Care of Adults I Clinical; HHS 101 Growth & Development.

#### NSG 204: KSPN MENTAL HEALTH NURSING

2 Credit Hours

This course focuses on pre- and post-natal maternal nursing care, as well as, the care of children from infancy to adolescence. Emphasis is given to normal reproduction and frequently occurring biological, cultural, spiritual and psychosocial needs of the child-bearing and child-rearing family. PREREQUISITE: NSG 100/NSG 101 Fundamentals of Pharmacology; NSG 121 KSPN Foundations of Nursing; NSG 122 KSPN Foundations of Nursing Clinical; NSG 123/NSG 125 Nursing Care of Adults I; NSG 124/NSG 126 Nursing Care of Adults I; Clinical; HHS 101 Growth & Development.

#### **NSG 206: SEMINAR IN NURSING**

I Credit Hour

This course reinforces fundamental nursing concepts and principles. Students will participate in group activities focusing on prioritizing and critical thinking based on patient care situations. The nursing process is utilized as the organizational framework.

#### **NSG 207: ASSESSMENT**

I Credit Hour

This course will focus on different types of assessments required in clinical care settings, including introduction to Minimum Data Set (MDS) forms. Students will work in small groups with staff members in the long-term care setting to better understand the role of the LPN in long term care. Students will also have the opportunity to attend different facilities to assess the nurse's role in other areas of healthcare. Simulated experience also provided to review nursing skills.

#### **NSG 208: ROLE DEVELOPMENT**

2 Credit Hours

Students will demonstrate understanding of the transition that will occur when the student nurse becomes a licensed practical nurse in the healthcare setting. Various prototypes of necessary documentation will be discussed. Successful NCLEX testing strategies will be reviewed and utilized.

#### NSG 222: KSPN NURSING CARE OF ADULTS II

4 Credit Hours

This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed. PREREQUISITE: NSG 123/125 Nursing Care of Adults I; NSG 124/126 Nursing Care of Adults I Clinical

#### NSG 223: KSPN NURSING CARE OF ADULTS II CLINICAL

3 Credit Hours

This course focuses on the care of adult clients with common medical/surgical health problems. The clinical laboratory experience provides the student an opportunity to build on the theoretical concepts from Nursing Care of Adults I and II and implement safe client care in selected settings. Students are given the opportunity to practice leadership skills while managing a caseload of clients. PREREQUISITE: NSG 123/125 Nursing Care of Adults I; NSG 124/126 Nursing Care of Adults I Clinical

#### NSG 224: KSPN CARE OF AGING ADULTS

2 Credit Hours

This course is designed to explore issues related to the aging adults. Course content addresses the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients across a continuum of care. PREREQUISITE: (Unless Specifically Declared for Hospitality Dietary Manager Technical Certificate): NSG 100/NSG 101 Fundamentals of Pharmacology; NSG 121 KSPN Foundations of Nursing; NSG 122 KSPN Foundations of Nursing Clinical; NSG 123/NSG 125 Nursing Care of Adults I; NSG 124/NSG 126 Nursing Care of Adults I Clinical; HHS 101 Growth & Development.

#### NSG 225: KSPN LEADERSHIP, ROLES & ISSUES

2 Credit Hours

This course provides orientation to leadership roles of the LPN and related responsibilities. It will introduce issues to the student they will encounter in the workplace.

#### NSG 226: SEMINAR IN NURSING II

I Credit Hour

This course reinforces fundamental nursing concepts and principles. Students will participate in group activities focusing on prioritizing and critical thinking based on client care situations. The nursing process is utilized as the organizational framework. Students will also work on study techniques and testing taking strategies to prepare for the National Licensure Examination for the Practical Nurse.

# PROFESSIONAL DEVELOPMENT

#### PDV 001: FIRST YEAR EXPERIENCE

0 Credit Hours

This is course delivers the basic information about FHTC and will provide students with a solid foundation to make their educational career a success. This is a required course for all entering FHTC students. Completion of this course is required for all graduates.

#### PDV 101: PROFESSIONAL DEVELOPMENT I

I Credit Hour

This course delivers the basic background in professional behaviors, understanding of self, co-workers and supervisory positions. Students will participate and interact in specific elements of the class including role- plays, language development, conflict resolutions and basic employment issues.

#### PDV 108: PROFESSIONAL DEVELOPMENT I

I Credit Hour

This course delivers the basic background in professional behaviors, understanding of self, co-workers and supervisory positions. Students will participate and interact in specific elements of the class including role-plays, language development, conflict resolutions and basic employment issues. Students are required to provide 8 hours of community service during this course. NOTE Other PDV courses offered through FHTC cannot be substituted for this specific course.

#### PDV 203: MANAGEMENT PRINCIPLES IN TECHNOLOGY

3 Credit Hours

The student will describe the overall perspective of technology organizations and the associated managerial role. The student will be able to utilize practical building blocks for managerial growth. The student will discuss the involvement of future roles for technology and outside forces that impact the management component.

#### PDV 204: LEADERSHIP & TEAMWORK

I Credit Hour

Students will learn and demonstrate the ability to lead and cooperate with effective interpersonal skills, leadership skills, and conflict management skills. Students will identify professional skills and techniques necessary to retain or improve employment opportunities.

#### POWER PLANT TECHNOLOGY

#### PPT 102: POWER PLANT EQUIPMENT FUNDAMENTALS

I Credit Hour

Students describe the fundamentals of common types of pumps and valves.

#### PPT 107: PROPERTIES OF MATERIALS

I Credit Hour

Students identify the properties of metals, define and apply the concepts of alloyed metals to power plant equipment. They relate the strength of materials and brittle facture to power plant material problems. Thermal shock/stress, erosion and corrosion and their control will also be investigated.

#### PPT 108: POWER PLANT EQUIPMENT FUNDAMENTALS II

2 Credit Hours

The students explain the fundamentals of refrigeration, heating, ventilation, and air-conditioning. They also describe the operation of common components found in mechanical systems including valve actuators, air compressors, heat exchangers, diesel engines, strainers and filters. Bearings and the lubrication principles that maintain them in good working condition are described by the student. Students describe the basic principles of process measurement and control actions that are crucial to plant operation and the operation of power plant water treatment systems and equipment.

#### PPT 109: ENERGY INDUSTRIAL FUNDAMENTALS

3 Credit Hours

Energy Industry Fundamentals Course (EIF) was designed and developed by the Center for Energy Workforce Development (CEWD). The course includes business models, regulations, types of energy and their conversion to useable energy such as electric power, how generated power is transmitted and distributed to the point of use, emerging technologies, and the connection to careers in the energy industry. Students who take the full course and pass a comprehensive assessment at the end of the program are eligible to receive an Energy Industry Fundamentals Certificate, a credential developed by and for the energy industry. The certificate program has been accredited by the American National Standards Institute (ANSI) through CEWD.

#### PPT 123: BASIC MECHANICS

I Credit Hour

Students will learn the correct and safe methods for using hand and power tools. They will also learn how to properly use torque wrenches. This course includes laboratory exercise. Precision measurement tools are used by the student to determine accurate dimensional readings.

#### PPT 124: INTRODUCTION TO SCAFFOLDING

I Credit Hour

Introduction to the various types of scaffolding commonly used in power plants. Overview of industry and Federal standards for scaffolding criteria and use.

#### PPT 126: BASIC ELECTRICITY

4 Credit Hours

This course will cover the basic description of electricity. Series and parallel circuits will be defined as well as the characteristics of voltage and current in these circuits. Students will learn types and purpose of electrical components in a circuit. The course will also describe AC and DC circuits and power source. Types and construction of solid-state equipment will be identified. The construction and operation of various types of electrical equipment will be described and the students will be able to identify the equipment. This course includes a one day lab concentrating on demonstrating on the electrical trainers the class room material learned over the length of the course.

#### PPT 128: BASIC PRINT READING

2 Credit Hours

Students identify common symbols used to represent electrical and mechanical components on power plant drawings. They describe the features of piping, instrumentation, electrical, logic, and building layout drawings. This course includes practical exercises to reinforce power plant print reading.

#### PPT 131: INTRODUCTION TO POWER PLANT SYSTEMS

2 Credit Hours

Students use selected power plant systems to integrate individual equipment theory and apply fundamental scientific concepts. They analyze system configuration and operation to comprehend the tasks performed by maintenance and operations personnel.

#### PPT 132: ELECTRICAL EQUIPMENT

2 Credit Hours

An introduction to the function, construction and operation of power plant electrical systems and equipment including generators, motors, switchgear and inverters.

#### PPT 133: BASIC COMPUTERS

I Credit Hour

The student will demonstrate proficiency in basic computer skills related to the power plant technology field. This will include proficiencies in setting up and using spreadsheets with Excel; preparing professional presentations with Power Point; proficiency in using and editing with WORD; understanding basic computer nomenclature and ability to navigate through files; and ability to navigate the internet.

#### PPT 134: POWER PLANT MATHEMATICS

2 Credit Hours

Power Plant Math introduces the student to the fundamentals of math as used in a power plant setting. Mathematics is the building block for more advanced topics they will learn thru the Power Plant Technology program. Advanced topics like Thermodynamics, electrical and electronics, atomic and nuclear physics rely heavily on a solid foundation in mathematics. Students identify the standards of measure necessary to compare and evaluate system pressures, temperatures, levels, flow rates, and other important power plant operating characteristics.

#### PPT 135: POWER PLANT PHYSICS

2 Credit Hours

Physics introduces the student to the fundamentals of general physics. Physics is a building block for more advanced topics students will learn thru the Power Plant Technology program. Advanced topics like Thermodynamics, electrical and electronics, atomic and nuclear physics rely heavily on a solid foundation in physics. Students identify the standards of measure necessary to compare and evaluate system pressures, temperatures, levels, flow rates, and other important power plant operating characteristics. They identify classical mechanical principles that ensure maintenance technicians or operators are able to understand the dynamic changes occurring in power plant mechanical and electrical systems. They contrast fluids and define the relationships between hydraulics, pressure, buoyancy and flow.

#### PPT 136: FUEL/WATER CHEMISTRY & CONTROL

2 Credit Hours

Students explain the fundamentals of chemistry to include atomic structure, the periodic table, chemical bonding, molecular structure, mixtures, solutions and compounds, and properties and uses of gases. They explain the theory of corrosion chemistry, pH and ion exchangers that are key to power plant water systems. They describe the methods and systems used for water chemistry control, steam generator chemistry, and secondary chemistry control. For reactor water chemistry, they analyze the types, sources, effects and control/removal of impurities. Students describe the factors involved with radiochemistry, radiolysis and recombination and hydrogen gas that are essential to water chemistry. Students study combustion and the constituents that make up fossil fuels. Fuel classification is described, methods of analyzing, and the utilization of the maximum amount of energy stored in the fuels.

#### PPT 137: POWER PLANT SAFETY & WORK PERFORMANCE

2 Credit Hours

Students will learn methods of error prevention, workplace ethics and communication skills. The use of personal protective equipment is also part of their safety training. The student learns additional methods of identifying and controlling electrical, mechanical and physical hazards which are not covered in PPT 138.

#### PPT 138: OSHA-10 CERTIFICATION

2 Credit Hours

Students will receive the nationally recognized OSHA-10 Certification. This includes coverage of electrical/mechanical energy hazards and SDS (formerly MSDS).

#### PPT 226: POWER PLANT INTERNSHIP

4 Credit Hours

Students will get on the job experience by working with qualified personnel in a power plant. The instructor/advisor, the power plant 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 power plant supervisor/coordinator.

#### PPT 230: HEAT TRANSFER & FLUID FLOW

2 Credit Hours

Students describe the principles of basic thermodynamics to include temperature, sensible heat, properties of water and steam, and other important concepts in this subject area. They explain the principles of fluid flow. The students describe laminar and turbulent flow, pump theory, cavitation, fluid flow in a closed system, water hammer, heating and draining a closed system, and filling and venting systems.

# PPT 240: INTRODUCTION TO ATOMIC & NUCLEAR PHYSICS

2 Credit Hours

Students identify the elements of atomic structure, examine nuclear interactions and reactions as well as the theory of the fission process and its control. Radioactive decay, and basic elements of reactor operation are examined.

#### PPT 251: RIGGING & LIFT EOUIPMENT

I Credit Hour

Students will learn the safe and correct methods to rig and lift loads. They will learn how to calculate load limits, rigging requirements, and types of connectors in order to perform safe lifts. In addition, they will be exposed to the operational requirements and limits of lift equipment such as forklifts, boom trucks, and various types of cranes.

## PHYSICAL SCIENCE

#### PS 101: PHYSICAL SCIENCE

5 Credit Hours

This is a comprehensive course in Physical Science designed for students needing to fulfill their laboratory science requirement. The course will enrich the students' appreciation of the physical world and help them better understand the studies of science and the scientific method. Topics covered include mechanics, thermodynamics, electricity, magnetism, chemistry, geology, and astronomy. ~KCOG System wide Transfer Alignment PSI1010

#### **PSYCHOLOGY**

#### PY 100: INTRODUCTION TO PSYCHOLOGY

3 Credit Hours

This is a general introductory course in Psychology intended to satisfy general education requirements in Behavioral Sciences. During this course, students will complete a comprehensive survey of psychology with an emphasis on research, personality theory and assessment, biology, consciousness, intelligence and cognitive processes, motivation and emotion, memory, sexuality and gender, personality, psychological disorders and associated therapies and treatments. ~KCOG System wide Transfer Alignment PSY 1010

### SOCIOLOGY

#### SO 100: INTRODUCTION TO SOCIOLOGY

3 Credit Hours

This course centers on the development, structure, and functioning of human groups; social and cultural patterns; and the principal social processes. It provides participants with scientific tools to analyze the social world and their place in it. Students study social facts, and they learn to apply, question and challenge these facts, often debunking commonly held myths about society. ~KCOG System wide Transfer Alignment SOC 1010

# SPEECH COMMUNICATION

#### SP 100: PUBLIC SPEAKING

3 Credit Hours

Public Speaking is a basic communication course designed to improve your speaking and listening skills. It will provide you an opportunity to research, organize, write and deliver several oral presentations in front of a group, and to improve your listening skills through critiques of others' speeches. ~KCOG System wide Transfer Alignment COM 1010

#### SP 200: INTERPERSONAL COMMUNICATION

3 Credit Hours

The purpose of the Interpersonal Communication course is to assist students with understanding the dynamics of communications. In this

class, students will learn the theories that guide effective communication as well as explore the strategies that hinder and enhance communication. An emphasis of the course will be to examine communication across cultures so that students can gain a successful repertoire of skills for communicating in our diverse society. ~KCOG System wide Transfer Alignment COM 1020

# **TECHNOLOGY**

#### TCH 101: WELDING SAFETY/ OSHA 10

I Credit Hour

This course provides a basic understanding of various levels of rules and regulations designed to protect the industry worker: He/she will also understand the situations and actions that cause injuries and the resultant costs to employers and employees. The student will be able to discuss in detail safety hazards, safe work practices, personal protective equipment (PPE), and the individual's role in keeping safe and healthy. The student will receive the OSHA 10-hour General Industry Training certificate upon successful completion of the course.

#### TCH 124: OSHA

I Credit Hour

Upon completion of the course the student will have a basic understanding of the skills that are essential work safety in an industrial environment. The course uses practical application based on material included in OSHA and NIOSH standards. This helps students to better understand how to recognize potential health and physical hazards in order to develop safer work practices and understanding. Students will be able to discuss, identify, and practice for safety hazards, safe work practices, and personal protective equipment (PPE) use.

#### TCH 231: INTRODUCTION TO WELDING

I Credit Hour

This course teaches the student welding safety and the introductory fundamentals of shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW) . This course also provides the student with a technical understanding and practical application for SMAW, GMAW and GTAW processes. The Student will learn arc welding safety, and practice  $\frac{1}{2}$  lap or surfacing weld in the flat position. They will work on lap and surfacing welds in the IF & 2F positions.

# TCH 243: INTRODUCTION TO WIND & ALTERNATIVE ENERGY

2 Credit Hours

Students learn of the various forms of energy and more specifically renewable energy sources. The basic concepts and vocabulary of electricity and concepts of transforming or converting mechanical energy to electrical energy are covered. The most common energy sources including the benefits and limitations of each are investigated. Progression of harnessing the wind and looks to the future of wind energy are discussed. A typical modern wind turbine is dissected to discover how electricity is created from the wind. Practical exercises in recording and analyzing information to determine wind power potential are practiced. This course includes practical exercises to reinforce energy, wind power and its future.

# WELDING TECHNOLOGY

# WLD 102: BLUEPRINT READING FOR FITTER AND WELDERS

3 Credit Hours

Students will acquire the understanding to the principles, systems of views, lines and symbols and dimensional data for fit up and welding as provided on engineering drawings or blueprints.

#### WLD 103: GMAW GAS METAL ARC WELDING

3 Credit Hours

Students will acquire working knowledge and skills to correct problems that arise with G.M.A.W. welding. The students will be qualified to test in all positions to AWS standards. PREREQUISITE: WLD 108 SMAW Basic Shielded Metal Arc Welding.

#### WLD 105: GTAW GAS TUNGSTEN ARC WELDING

3 Credit Hours

Students will have the working knowledge of and skill in G.T.A.W. to qualify to AWS standards and procedures.

#### WLD 106: FLUX CORED ARC WELDING

3 Credit Hours

This course enables the student to produce quality fillet and groove welds on carbon steel using .045 diameter gas shielded and self-shielded electrode wires as well as metal cored wires. This course is designed to provide training to develop welding skills on carbon steels using .045 diameter flux-cored electrodes (with and without shielding gas) in all positions on fillet and groove welds.

#### WLD 108: SMAW BASIC SHIELDED METAL ARC WELDING

3 Credit Hours

Students will acquire a thorough technical knowledge of arc welding, welding safety, and arc welding power sources, electrode classifications and selection. The student will also have the skill to make quality shielded metal arc fillet/T-joint welds in all positions on a variety of mild steels, types of electrodes and variability in number of passes. The student will be prepared to test on 2-G horizontal and 3-G vertical welds to A.W.S. standards.

#### WLD 110: WELDING PROCEDURES AND QUALIFICATIONS

I Credit Hour

This course provides the working knowledge of welding procedure qualifications and the methods used to analyze, prepare, and maintain qualification records.

#### WLD III: WELDING DISCONTINUITY AND DEFECTS

I Credit Hour

This course covers the responsibilities of the welding inspector as they relate to the evaluation of the weldment, the identification and classification of discontinuities, and the conditions that exist when evaluating discontinuities in order to form a conclusion as to whether the welds are acceptable or unacceptable.

#### WLD 112: DESTRUCTIVE TESTING METHODS

I Credit Hour

The course will provide the proper procedures for destructive testing to determine the physical properties of the weld. The students will have knowledge of different techniques of destructive testing. PREREQUISITE: WLD 108 SMAW Basic Shielded Metal Arc Welding.

#### WLD 113: SMAW PRE-PIPE

4 Credit Hours

Students will have a thorough technical understanding of and skill in shielded metal arc welding. They will gain comprehensive knowledge of the SMAW process and equipment, along with the key variables that affect the quality of welds (electrode selection, polarity and amperage, arc length, travel speed and electrode angles), weld size and profile. PREREQUISITE: WLD 108 SMAW Basic Shielded Metal Arc Welding

#### WLD 114 GMAW ADVANCED PULSE

4 Credit Hours

Students will have the skills to produce quality multipass groove welds with backing on 3/8" and 1" plates in the horizontal, vertical, and overhead positions. Welding related information is also provided on hard surfacing, repair of cast iron, metal identification and procedure and

welder qualification on destructive and nondestructive testing methods. PREREQUISITE:WLD 103 GMAW Gas Metal Arc Welding.

#### WLD 115: THERMAL CUTTING PROCESSES

3 Credit Hours

This course focuses on proper safety, equipment set up and cutting techniques for Oxy-Fuel, Plasma, and Carbon Arc Cutting on carbon steel, stainless steel and aluminum compliant with American Welding Society cutting operations in the flat position. Students will also perform scarfing and gouging operations to remove base and weld metal in the flat and horizontal positions. PREREQUISITE: WLD 108 SMAW Basic Shielded Metal Arc Welding.

#### WLD 202: NONDESTRUCTIVE TESTING METHODS

I Credit Hour

This course will teach students to define and identify the purpose for nondestructive testing and symbols used to indicate the method of inspection. PREREQUISITE: WLD 112 Destructive Testing Methods.

#### WLD 203 SMAW/GTAW ADVANCED ASME

4 Credit Hours

This course will provide students with the skills necessary to produce quality multi-pass groove welds with backing on 3/8" and 1" plates in the horizontal, vertical, and overhead positions, as well as 2" and 6" pipe in the 2G, 5G, and 6G positions. PREREQUISITE: WLD 113 SMAW Pre-Pipe.

#### WLD 204: SMAW PIPE ADVANCED API

4 Credit Hours

Students will be able to produce quality fillet and groove welds on carbon steel using small diameter electrode wires, large diameter gas shielded and self-shielded electrode wires as well as metal cored wires. The student will also develop welding skills on carbon steels using small and large diameter fluxcored electrodes (with and without shielding gas) in all positions on fillet and groove welds. PREREQUISITE: WLD 113 SMAW Pre-Pipe.

#### WLD 205: GMAW ADVANCED ASME/ API

4 Credit Hours

Students will know the precautions for and the importance of safety in arc welding. The student will have an advanced knowledge of and skill in the gas metal arc welding process, equipment and set up procedures for 6" pipe. The student will have a comprehensive knowledge of the key variables that affect the quality of welds and produce single v-groove welds on 2" and 6" schedule 80 mild steel pipes. PREREQUISITE: WLD 114 GMAW Advanced Pulse.

#### WLD 206: AUTOMATED WELDING

4 Credit Hours

The course will provide students with the knowledge and skills necessary to understand automated production quality, productivity and reduction of cost. The student will also be able to successfully use the programming function of robotic- peripheral equipment, as well as to service the equipment. PREREQUISITE: WLD I 14 GMAW Advanced Pulse.

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I I years of work experience in the field
20 years of experience teaching in the field

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Wyatt Redeker, Industrial Engineering Technology

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Chris Wilson, Industrial Engineering Technology B.S., Emporia State University

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#### **Instructional Support Services**

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A.A.S., Southeast Community College

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Orlando Rivera, Custodian

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Erica Clark, Financial Aid Officer B.S., Tabor College

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