2020 Catalog

*The mission of Skilled KC is to “equip and empower people to work, live, and earn.”*

**An Equal Opportunity/Affirmative Action Employer**

**Est. 2019**

Skilled KC Technical Institute, Inc.
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Welcome to Skilled KC Technical Institute

We are excited to have you as a student at the Kansas City region’s most unique workforce education institution. You may feel nervous but remember that you are not alone as we guide you through your student lifecycle from prospect-to-placement. Skilled KC’s caring leadership team, student support, and workforce education staff are committed to your success. You are in good company, joining a highly diverse student population spanning many ages, ethnicities, and life experiences.

Our students, attending our two locations (with plans for expansion), may be coming from different places, and from different backgrounds and experiences, but are all here to learn and accomplish their goals in acquiring a quality education.

Completion of your chosen program of study will be here before you know it, and our dedicated staff will encourage and support you along the way. Not only will we support you in the classroom and labs, but we will also provide you with the tools and resources to become a well-prepared and strong candidate for employment in your field.

Skilled KC will strive to meet our students “where they’re at”, ensuring that each student is served by our mission to “equip and empower people to work, live, and earn.”

Jeff Barratt
Chief Executive Officer
Skilled KC Technical Institute
Board of Directors

Wendy Guillies
Chair, Skilled KC Board of Directors
President and Chief Executive Officer
Ewing Marion Kauffman Foundation

Kristin Bechard
Treasurer, Skilled KC Board of Directors
Chief Financial Officer
Ewing Marion Kauffman Foundation

Aaron North
President, Skilled KC Board of Directors
Vice President of Education
Ewing Marion Kauffman Foundation
Mission of Skilled KC
To equip and empower people to work, live, and earn.

Student Services
This catalog, developed by Student Services, explains the guidelines and procedures regarding student rights, responsibilities, discipline, and due process. Student Services provides the Skilled KC community with programs and services, in support of the academic mission, that assist students to achieve their highest career potential. We work closely with faculty, staff, students, and the community to create an inclusive educational environment that is conducive to the growth and development of students. Student Services promotes excellence through collaborative services to be responsive, caring, and personal. This commitment to students starts before admission, continues throughout their education, and reaches beyond graduation and career placement.

Commitment to Diversity
Skilled KC recognizes that human diversity is a measure of quality within an educational institution. Students of different ages, races, sexual orientations, ethnic and educational backgrounds are welcome at this institution. Diversity adds a rich dimension to the education and experience of all students. We invite the participation of all our students in an ongoing celebration of diversity.

Skilled KC Locations
1. Main Campus: 4801 Rockhill Road, Kansas City, MO 64110
   The main campus is housed in approximately 4600 square feet consisting of a classroom and lab for the Software Developer program, a student commons area, a testing lab, offices housing administrative, IT, instructional, student support, space for community-based partners, and a conference room with videoconferencing capability. There is also parking available on-site for students, and the campus is in close proximity to public transportation.

   Houses:
   • Administrative Services
   • Student Support Services
   • Treasurer's Office
   • Software Developer Program

2. Extension Site: 2901 E. Heartland Drive, Liberty, MO 64068
   The extension site located in Liberty, MO, is housed in approximately 4500 square feet consisting of a classroom and training lab for Advanced Manufacturing, office space for administrative and student support, and a
conference room. There is also on-site parking available for students, and the extension site is located in a business park with access to industry partners.

Houses:

- Administrative Services (satellite)
- Student Support Services (satellite)
- Treasurer’s Office (satellite)
- Manufacturing Technician I & II Programs

3. Extension Site: 1750 Independence Ave., Kansas City, MO 64106
The extension site is located within the Strickland Education Pavilion on the campus of the Kansas City University of Medicine and Biosciences, at 1750 Independence Ave., Kansas City, MO 64106. The site is comprised of approximately 6,145 square feet of laboratory and classroom space, offices, and student commons space. There is also designated on-site parking and access to the first-floor cafeteria.

4. Extension Site: 5618 Troost Ave., Kansas City, MO 64110
The extension site located in Kansas City, MO 64110 is housed in approximately 6000 square feet consisting of a classroom and two training labs for Advanced Manufacturing, office space for administrative, instructor and student support. There is also on-site parking available for students, and access to public transportation.

Accreditation
Skilled KC will apply for state certification in 2019 to operate as a school in Missouri. In the first quarter of 2021, Skilled KC will apply for institutional candidacy status with the Council on Occupational Education (COE), based in Atlanta, GA, an accrediting agency offering quality assurance services to postsecondary workforce education providers across the nation. Organized as a non-profit corporation, the mission of COE is to assure quality and integrity in workforce education. Services offered include institutional accreditation (recognized by the Department of Education), program quality reviews of states and workforce education providers, and informational services. For more information, please visit www.council.org. Transferability of Skilled KC coursework to other institutions is detailed in the section, “Prior Credits and Transfers.”

Admissions
Skilled KC is an open admission institution. This allows for all who wish to learn to attend. We welcome all people, regardless of age, race, or education level who want to expand their horizons and chart their own course for success. Most Skilled KC programs require a minimum level of reading and math ability, which varies depending on the program. The Institute uses the TABE test, to assess reading and math scores, valid for three years after the test date. Students who do not meet the minimum entry score requirement (listed below in Step 3 of the ten-step process) may re-test after a two-week study period. In addition, admissions into specific programs of study is selective and each program has specific, unique admissions criteria.
Skilled KC reserves the right to refuse readmission to any applicant who has an unacceptable academic or conduct record. Individuals with financial obligations to the Institute must resolve these obligations before they will be allowed to register for classes.

Skilled KC’s tuition and fees are competitive with other workforce education programs in the Kansas City metro area. Tuition and fees are paid when registering for classes and payment arrangements are required at the time of registration. Payment guarantees space in a class; tuition and fees not paid within five business days will be dropped for non-payment.

Tuition, material, and book fees vary from course to course. Please see the catalog page for your program or contact the Student Services at the main campus (816.932.1168) for a complete, up-to-date listing of all courses and respective costs.

Admission to Skilled KC is a ten-step process:
1. Apply online ([https://www.kauffman.org/what-we-do/education/postsecondary/Skilled KC](https://www.kauffman.org/what-we-do/education/postsecondary/Skilled KC)) or in person to Skilled KC. Transfer students should submit official transcripts for all previously completed institute coursework and documentation for obtained certifications and/or industry-recognized credentials.
2. Meet with a Pathways Advisor.
3. Take the TABE assessment and demonstrate applicable prerequisites.
   - TABE (9-10): scale score ranges are as follows:
     - Reading: 567-595
     - Total Math: 566-594
     - Language: 560-585
4. Demonstrate legal presence in the United States to take classes.
5. Enroll and pay for classes.
7. Apply for scholarship assistance.
8. Get schedule and Student ID.
9. Where applicable, purchase books and supplies needed for the program.
10. Plan childcare, transportation, and parking.

**Career Services**
We are committed to helping students maximize their education, skills, and experience, and apply them to their career goals. Skilled KC students will receive assistance with resumés, job search strategies, employment applications, and interview skills by contacting Career Services. Please email careers@skilledkc.org for more information. A portfolio will consist of an updated resume and a completed student profile.

A graduation application (including job placement information, if available) will be required in order to receive your Certificate and must be submitted only after acquiring employment or program completion. To complete a graduation application, see a Career Services representative or email careers@skilledkc.org.
Many programs may require an internship in order to graduate from the program. We have a dedicated staff member who works with specific programs in order to help students acquire an eligible internship. Please contact Career Services at careers@skilledkc.org for more information.

Open Educational Resources (OER)
All courses at Skilled KC have online requirements that can be accessed by tablet, phone, or computer. Students have access to computers during open hours in classrooms and the Student Computer Lab at Skilled KC’s main campus.

Advisory Committees
Each industry advisory committee:

- Represents its geographical service area and is comprised of members from the industry that the individual program serves, as well as people with related experience from workforce or postsecondary partners
- Consists of a minimum of three members external to the institution
- Consists of subject matter experts (SMEs) in the program of study
- Meets at least twice annually
- Ensures members are present at each meeting (with at least two members physically present and one virtually present)

Course Registration Catalog Year and Continuous Enrollment
A student must complete the program(s) under the provisions of the Skilled KC Catalog in effect at the time the student began continuous enrollment at the institution. New Catalog policies and requirements take effect with each fall term.

Continuous enrollment is defined as being enrolled in classes within the program without a break of two or more consecutive terms. A student who discontinues enrollment will be required to re-apply to be admitted under the current Catalog when he/she returns to the institution. (Individual programs may have more stringent requirements. Please see the advisor for program specifics.)

In cases when required courses are no longer taught at Skilled KC, the appropriate department may designate a reasonable substitute with approval by the Chief Academic Officer. If a student desires to change the Catalog year for program completion, the student should first discuss with a Pathways Advisor how such a change would affect completion requirements. If a student decides to request a change, they must complete a new application for the potential new Catalog year. Students who change programs must apply for admission for the new program and adopt the most current Catalog year.
Student-Initiated Drop
Dropping a class after the 100% refund period will result in a grade of "W" on the transcript. During the last 40% of a class, students will receive a grade for their academic progress. Student who stop attending class during this time period could fall below satisfactory academic standards and therefore receive a failing grade.

The census date varies depending upon the length of the class and is listed on the student’s schedule and syllabus.

A student must contact a Pathways Advisor to process the drop. Confirmation for a drop is based on the last date of attendance as confirmed by the instructor. It is the student's responsibility to drop classes by the census date deadline. If the student requests to withdraw after census, the pathway advisor must confirm the last date of attendance with the instructor.

Once a drop is processed, any associated refund, per the refund policy, will be coordinated by the Treasurer’s Office for tuition and fees, minus costs for any course materials/kits already distributed by the Institute.

A student’s transcript will be maintained and stored indefinitely for student-initiated and administrative-initiated drops.

Administrative-Initiated Drop
Prior to the census date/drop deadline (15% of course contact hours), students may be dropped from their classes for failure to pay their outstanding balance or for non-attendance. Once a drop is processed, a refund will be coordinated by the Treasurer’s Office for tuition and fees, minus costs for any course materials/kits already distributed by the Institute.

A student’s transcript will be maintained and stored indefinitely for student-initiated and administrative-initiated drops.

Withdrawal
Withdrawal from a course:
A student may request to be withdrawn from a class at any time.

To withdraw from a class, a student must contact a Pathways Advisor to start the withdrawal process. It is the student's responsibility to withdraw from classes by the withdrawal deadline.

No refund is given for a withdrawal after fifty percent (50%) of course has been completed. A 'W' will show on the transcript but does not affect a student’s grade point average. If the student's last date of attendance is after the withdrawal deadline, a grade will be issued by the instructor.
Withdrawal from Skilled KC:
Students seeking to withdraw from all Skilled KC courses must complete the following steps (in order listed) to officially withdraw from the Institute.
1. Meet with instructor(s)
2. Meet with Pathway Advisor
3. Submit written notification of withdrawal via the Institution Withdrawal Form

If a student fails to initiate this process, his/her withdrawal is not considered complete, grades of F will be recorded for failure to attend classes, and the student is responsible for all charges to their account. Students seeking a complete withdrawal after the census date must petition the Chief Student Officer. Late withdrawals are done by written petition and are only approved for documented, extenuating circumstances (e.g., hospitalization, death in the family) that prevented the student from completing the course(s). If a late withdrawal petition is approved, a grade of LW (leave withdrawal) will be assigned and the instructor will be informed of the approval. A grade of LW will not impact the grade point average but will be reflected on the transcript. Students receiving financial aid who officially or unofficially withdraw from Skilled KC may be required to repay some or all of the aid awarded and credited to their Skilled KC account, based on the date of withdrawal and last date of attendance/participation for the session, as reported by their instructors. A student’s transcript will be maintained and stored indefinitely for student-initiated and administrative-initiated drops or withdrawals.

Incomplete Grade Procedure
The Incomplete grade, or “I” grade, is a temporary grade designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their coursework within the class start and end date of an individual course. A student must have completed at least 75% of the coursework with a class average of “C” or better and have good attendance (as outlined in each program’s course syllabus), to be eligible for an incomplete grade. Before the end of the course, the student must meet with the instructor to prepare an Incomplete Grade Contract and make arrangements to complete the course on or before an agreed-upon time. If the student does not complete the course work by the agreed upon deadline, the instructor will change the “I” to the letter grade stipulated in the contract. Incomplete grades that are not converted to a letter grade after one subsequent session (not including summer session) will automatically become an “F.”

Disability Support Services
Skilled KC is committed to providing equal access for persons with disabilities in accordance with the Americans with Disabilities Act of 1990, Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973, in addition to Section 508. In support of its commitment to provide equal access to all students, Skilled KC offers accommodations and support through Disability Support Services (DSS). Through DSS, all students will have equal access to all programs, services, and activities offered at Skilled KC including:
- Accommodations for disabilities
- Advising - academic advising, registration assistance and support services
Accommodations for Disabilities
The student is responsible for self-identifying, requesting the accommodation, and for providing documentation of his/her disability.

Accommodations due to a disability should be requested at least three weeks prior to the service or class. Some services may require additional time to process, so we advise that students submit their requests as early as possible.

The first step to obtain an accommodation is to make an intake appointment. At that time, the student may obtain an Accommodation Request Form and discuss their specific needs with the Disability Support Services Advisor. Make an appointment by calling 816.932.1168 or emailing dss@skilledkc.org.

Next, the student should submit documentation of their disability with their Accommodation Request Form to Disability Support Services. The documentation must be from an appropriate, qualified professional on letterhead. It should state the diagnosis of the disability, supporting information on how the diagnosis was reached, how the disability affects academic performance, and recommendations and rationale for accommodations. The documentation should provide enough information for the Institute to determine reasonable and appropriate accommodations. Recent high school graduates may submit their most recent Individualized Education Program (IEP) if it contains a clear statement of the student's disability, supporting testing results, and the impact of the disability on academic performance. The application and documentation will be reviewed by Disability Support Services staff. Accommodations will be approved, provided they are reasonable and appropriate. The student is responsible for notifying the Disability Support Services office if any accommodation is not satisfactory or if their needs have changed.

Advising
Disability Support Services will assist any student who is disabled with academic advising, registration assistance and support services throughout their educational program. Students can make an appointment by calling 816.932.1168. If a third-party such as the Division of Vocational Rehabilitation or an insurance agency will be assisting a student financially, Disability Support Services will be available as a liaison.

Drug and Alcohol Abuse Prevention Policy
Skilled KC has adopted the following Drug and Alcohol Abuse Prevention Program.

I. Standard of Conduct
Students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use or abuse of alcohol, and/or illicit drugs on school property or use as a part of school activities.

II. Legal Sanctions for Violation of the Standards of Conduct
Any student or employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, use/abuse of illicit drugs, and/or alcohol is subject to criminal penalties under local, state, and federal law. These penalties range in severity from a fine up to $100 to life imprisonment and/or a fine of $8,000,000. The exact penalty assessed depends upon the nature and severity of the individual offense.

III. Penalties Which May Be Imposed by the School
Students and/or employees who violate the standard of conduct policy will be subject to disciplinary action under employee and student disciplinary policies. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program, expulsion from school or termination of employment, and/or referral to authorities for prosecution.

Skilled KC locations are smoke-free and tobacco-free environments. The use of smoking, vaping, and tobacco products - including, but not limited to cigarettes, cigars, pipes, smokeless tobacco/chewing tobacco, vaporizing/vapor producing devices, and e-cigarettes - is prohibited on all Institute property and grounds. This includes, but is not limited to students, for whom a violation of this policy may result in discipline or sanctions; visitors may be asked to leave campus.

Locations managed under this policy include:
- Skilled KC main campus
- Skilled KC/Liberty, MO Extension Site

IV. Health Risks Associated with the use of Illicit Drugs and Alcohol Abuse
Health risks associated with drug and alcohol abuse include, but are not limited to, malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, and low birth weight babies with drug addictions.

FERPA - Notification of Rights
The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:
1. The right to inspect and review their records within 45 days after the day Skilled KC receives a request for access. A student should submit to Student Records, a written request that identifies the record(s) the student wishes to inspect. Student Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by Student Records, they shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Requests to amend a record should be sent to the Student Records office and clearly identify the part of the record the student wants changed and specify why it should be changed. Skilled KC will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional
information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Skilled KC discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does authorize disclosure without consent in certain situations. For example, disclosure without consent can be made to Institute officials with a legitimate educational interest in the record. A Institute official is a person employed by the Institute in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted as its agent to provide a service instead of using Institute employees or officials (such as an attorney, auditor, collection agent or processor for the mailing of 1098-T statements); a person serving on the Institute Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. An Institute official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institute. Upon request, the Institute discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll, or after enrollment. The Institute may share educational records with parents under the following circumstances: for a student who is dependent under I.R.S. tax code; a student under 21 years old who has violated a law or the school's rules or policies governing alcohol or substance abuse; and when the information is needed to protect the health or safety of the student or other individuals in an emergency.

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

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue SW
   Washington, DC 20202

FERPA Annual Notice Addendum to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations have expanded the circumstances under which education records and personally identifiable information (PII) contained in such records - including Social Security Number, grades, or other private information - may be accessed without student consent. The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to education records and private information without consent to any third party designated by a Federal or State Authority for the purpose of evaluating federal - or state -support education programs. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Also, Federal and State Authorities may allow access to student education records and PII without specific consent to researchers performing certain types of studies, in certain cases even when the Institute objects to or does not request such research. Federal and State Authorities must obtain
certain use-restriction and data security promises from the entities that they authorize to receive PII, but the Authorities need not maintain direct control over such entities. In connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from education records, and they may track student participation in education and other programs by linking such PII to personal information that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The Family Educational Rights and Privacy act (FERPA) (20 U.S.C. § 1232g) protects the confidentiality of student records other than directory information. No FERPA-protected material can be featured in any production. Students, staff, and faculty at Skilled KC have an expectation of privacy while on campus. Livestreaming, or sharing recorded video is prohibited unless explicit consent has been obtained from all parties featured in the video. Explicit consent as defined under the General Data Protection Regulation of 2018 is, “freely given, specific, informed, and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement.”

Directory Information Upon Request
Skilled KC will disclose education records without consent to officials of another school in which the student seeks or intends to enroll. Skilled KC may also disclose "directory" information without the student's prior consent. Directory information has been defined as:

- Student Name
- Address
- Telephone number
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Certificates and awards received
- Most recent previous education institution or agency attended
- Current enrollment status

A student’s name, address, phone number, date and place of birth, level of education, most recently attended institution, field of study, and degree(s) received may be released to military recruiters upon request in accordance with the Solomon Amendment. All other information contained in student records is considered private and not open to the public without the student's written consent.

Students have the right to prevent directory information from being released. In order to maintain directory information as confidential, a student must sign a Request to Opt Out of Directory Information available at the Welcome Desk by the first day of the session. That student’s directory information will be flagged as restricted until the student notifies the Student Records Office in writing that the restriction should be lifted.
Non-Discrimination Policy
Skilled KC does not discriminate on the basis of race, ethnicity, religion, sex, age, veteran status, disability, or sexual orientation.


Skilled KC is committed to maintaining an educational environment that promotes mutual respect for all people and will not tolerate sexual harassment or sexual assault. Information on the prevention of sexual harassment and sexual assault is presented on an ongoing basis to students. For more information, contact Student Services at 816.932.1168.

Equal opportunity for employment and admission shall be extended to all persons, and the school shall promote equal opportunity and treatment through a positive and continuing affirmative action program. Any person who encounters discrimination or sexual harassment should contact the Chief Student Officer located in Student Services.

Cancellations
Classes are subject to cancellation due to low enrollment or for any other reason determined by the administration. Staff will contact registered students to notify them of a cancellation and Student Services staff will work to provide alternative enrollment solutions.

A student may cancel their enrollment agreement within three business days, excluding Saturdays, Sundays and holidays, after signing the agreement. Refunds will be distributed as outlined in the in the refund policy.

Closures Due to Inclement Weather
In the event of inclement weather, Skilled KC has in place a main campus/extension site closure policy. Classes will be held as scheduled unless Skilled KC cancels classes. Such notice will be communicated through www.skilledkc.org, Skilled KC’s Facebook page, and recorded on this phone line: 816.932.1168. Please note that night and Saturday classes may still be open even if day classes are cancelled.

Skilled KC does our best to work with Kansas City-area primary media channels to include Skilled KC closure information on their publicized listings, however, that cannot be guaranteed.

Gainful Employment Disclosure
Gainful Employment for Skilled KC programs is provided on every program home page for each eligible program. Each program home page is linked to Gainful Employment information specific to that program.
Financial Aid
Skilled KC offers eligible students financial assistance through scholarships. Scholarships are awards that do not have to be repaid. Repeated courses are not eligible for financial aid. To be considered for financial aid at Skilled KC, students must:

- Apply to Skilled KC and complete the scholarship process. Eligible programs are noted on the program webpage.
- Be a U.S. citizen or eligible non-citizen
- Meet Skilled KC’s Satisfactory Academic Progress (SAP) Policy requirements
- Not be in default on a student loan or overpayment of a Federal Pell Grant
- Students must have a High School Diploma or High School Equivalency Certificate (i.e. GED, TASC, or HiSET certificate) or completed home schooling
- Male students between the ages of 18 and 25 must have registered for Selective Service

Scholarships
Skilled KC offers scholarships to help students pay for their education. Our goal is to graduate students debt-free, so they can start their career without a crushing debt.

Scholarships are available to supplement primary sources of payment for student’s tuition and fees at Skilled KC. We offer scholarships based on program enrollment and financial need. Students must complete the following:

- Admission to the Institute and a Skilled KC Certificate Program
- Skilled KC General Scholarship Application

If awarded, recipients are required to provide a photograph, brief biographical statement, and thank you letter for the donor(s). Information provided on the application may be shared with the donor for data purposes only.

Note: Scholarship awards are estimations and may change based on a student’s enrollment status. All scholarship award funds will be applied to the recipient’s tuition, fees, and other outstanding educational expenses. These funds will automatically be disbursed to student tuition accounts.

Academic Progress
A student must maintain a "C" average (2.5 out of 4.0) or better or a "P" in a Pass/Fail course to remain eligible for financial aid and/or completion of any Skilled KC certificate program.

Measurable Progress
A student needs to demonstrate that he/she is making measurable progress toward program completion. A student may have 120% of program length to complete a program. For instance, a nine-month program may be completed in 10.8 months. Progress is measured on a monthly basis.
Attendance
Regular attendance and punctuality are critical traits in the workplace, and at Skilled KC. Students are expected to attend all classes as scheduled both in person and online. Each program outlines specific attendance requirements in the course syllabus. Programs that have state and federal licensing agencies have rigid attendance policies. Instructors maintain daily records of attendance, including absences and tardiness. Due to the compressed program schedules, students who miss thirty-two contact hours or more of class time may be removed from the program.

Students who stop attending a class before the course census date will be removed from the program. Students who stop attending a class after the course census date are responsible for withdrawing from the program. Failure to do so will result in a failing grade in the course. The last date of attendance will be used as the last day that the student attended or participated in the class.

Grading System
Most Skilled KC courses use a modified 4.0 grading system in which an "A" (92-100%) is assigned 4 points, a "B" (83-91%) is 3.25 points, a "C" (75-82%) is 2.5 points, and anything below a "C" (0-74%) is zero points. In general, course grades are assigned based upon student mastery of the skills and information required for the course, completion, quality, and timeliness of assigned coursework, attendance, and participation. A “C” grade or better is a passing course grade for all programs. Students can find specific grading policies for a given course in the course syllabus or program handbook (where applicable). Certain programs may have elevated grading scales, please check the program handbook for clarification or contact Student Services.

Grievance Procedure
Definitions
A “grievance” shall mean a complaint by a student that there has been a violation, a misrepresentation, or inequitable application of the school policy or workforce education procedures.
An “aggrieved student” is a student asserting a grievance.

Process
Step 1. Student should first have a verbal conversation with the staff or instructor to try to resolve the matter. In the event that the aggrieved student is not satisfied with the decision from the verbal conversation, the aggrieved student may either: (a) follow the grade appeal procedure, as outlined below (for grade-related grievances), or (b) submit a formal letter of explanation to the Student Services Office. The designated representative from the Student Service Office will meet with the aggrieved student within five school days of receipt of the letter in an attempt to resolve the issue.
Step 2. If the decision of the Student Service Office does not satisfy the aggrieved student, he/she may request that the letter be forwarded to the Chief Student Officer. Within
five school days of receipt of the letter, the Chief Student Officer will meet with the student to attempt to resolve the grievance.

**Step 3.** In the event that the aggrieved student is still not satisfied with the decision made in Step 2, they may file a second appeal in the form of a formal letter to the Chief Executive Officer. If filing a second appeal, the Chief Executive Officer will meet with the student within ten school days of receipt of the letter.

If the student is dissatisfied with the resolution offered by the director, the student may then contact the Missouri Department of Higher Education and Workforce Development at (573) 751-2361, Option #2, for information on filing a formal complaint against the school.

**Grade Appeal**

An appeal may be filed by a student if they believe that the instructor of a course has given a course grade by criteria that were not clearly and directly related to the student’s performance in the course for which the grade or evaluation was assigned through the use of non-academic criteria or the arbitrary application of academic criteria in a manner not reflective of student performance in relation to course requirements. A violation of the Academic Code of Conduct that results in a grade adjustment shall not qualify as non-academic criteria and any appeal of a finding of a Code of Conduct violation that results in a grade adjustment must be processed under the provisions of the Code of Conduct.

**Grade Appeal Procedure**

Appeals of an instructor’s grade decision may be filed with the Chief Academic Officer. To file an appeal, the student must submit a typed statement via e-mail to the following address: appeals@skilledkc.org. The e-mail submitted must be submitted within 90 days of the end of the course for which the student is appealing an assigned grade or the appeal shall be automatically rejected by the Chief Academic Officer. The e-mail submitted must provide the following information in the order listed (failure to provide the required information shall be grounds for a rejection of the appeal by the Chief Academic Officer):

**Step 1.** Student information: *Provide student’s name, student ID number, e-mail address, and phone number.*

**Step 2.** Course information: *Provide the class information (program, course number, course name), and the instructor(s) involved.*

**Step 3.** Attempt to resolve with instructor: *The student must demonstrate that he/she attempted to resolve the grade issue by addressing it with the instructor prior to filing an appeal. The submitted e-mail must describe the specific steps the student took to address the situation with the instructor. The appeal should attach any written documentation (example: copy of e-mail exchange with the instructor) demonstrating the attempts to solve the issue.*

**Step 4.** Nature of alleged grievance: *The e-mail should indicate why he/she believes the grade reflects requirements that were not clearly and directly related to the student’s performance in the course due to either the application of non-academic criteria or arbitrary academic criteria in a manner not reflective of student performance in relation to course requirements. A student may attach*
Step 5. Additional documentation: In addition to responding to the above questions, the student may submit additional supporting documentation or information to demonstrate the accuracy of his or her complaint. If additional documents will be included, provide a list and include them as attachments.

Please note that it is the student’s responsibility to submit a clear and complete appeal that addresses the above questions, including the basis for the appeal.

The Chief Academic Officer reserves the right to request further information from the student, to request that the instructor provide a response to the student’s complaint, and/or request other parties provide information relevant to the complaint.

Within ten (10) business days of the submission of the appeal, the Chief Academic Officer will issue a ruling on the appeal. The Chief Academic Officer’s will decide whether he/she believes that the written evidence submitted by the student, as well as any additional evidence that the Chief Academic Officer has gathered, demonstrates that assigned grade was not clearly and directly related to the student’s performance in the course due to either the application of non-academic criteria or arbitrary academic criteria in a manner not reflective of student performance in relation to course requirements. The Chief Academic Officer shall be required to explain the reasoning for his/her determination including the key elements of evidence that the Chief Academic Officer found persuasive or unpersuasive.

As a result of the determination made, the Chief Academic Officer may direct that:
1. The grade stands with no change;
2. The course should be removed from the student’s transcript, which results in a drop;
3. The grade should be changed to a withdrawal;
4. The grade is changed to a grade determined by the Chief Academic Officer.

If a determination for option 2 or 3 above results, the Chief Academic Officer must also determine whether any rule otherwise limiting a student’s ability to retake a class and/or be eligible for student aid for retaking such a course should be waived.

In the event a student desires to appeal the decision of the Chief Academic Officer, the student shall, within thirty (30) days of the date on which the Chief Academic Officer renders his/her ruling, send a written notice of final appeal the Chief Executive Officer via e-mail to appeals@skilledkc.org. In such an instance, the Chief Executive Officer will, within thirty (30) business days of the receipt of the notice of final appeal, set up an in-person meeting with the student to review the information the Chief Academic Officer collected in rendering his/her decision. This meeting shall last no more than thirty (30) minutes and shall be held at the Chief Executive Officer’s primary office location. At this meeting, the student shall be granted one last opportunity to make the case that the information demonstrates that the grade or evaluation was not clearly and directly related to the student’s performance in the course due to either the application of non-academic criteria or arbitrary academic criteria in a manner not reflective of student performance in relation to
course requirements. After this meeting, the Chief Executive Officer shall, within ten (10) business days of the meeting, make a final ruling. This final ruling by the Chief Executive Officer shall not be appealable.

As a result of this final appeal, the Chief Executive Officer may direct that:

1. The grade stands with no change;
2. The course should be removed from the student’s transcript, which results in a drop;
3. The grade should be changed to a withdrawal;
4. The grade is changed to a grade determined by the Chief Executive Officer.

If a determination for option 2 or 3 above results, the Chief Executive Officer must also determine whether any rule otherwise limiting a student’s ability to retake a class and/or be eligible for student aid for retaking such a course should be waived.

Graduation Requirements
Students must complete and pass all required courses that make up a program of study with a passing grade and cumulative GPA of 2.5 or greater, as described in the “Grading System” section above, and as certified by the Chief Academic Officer and verified by the Chief Student Officer. Students must complete 25% or more of the required credits at Skilled KC and be enrolled anytime during the academic year of qualification for graduation. Students may also be required to pass industry, state, or federal assessments that provide licensure to those who pass. This licensure allows the student to gain employment in those respective fields. No Skilled KC certificate is to be awarded or the student allowed to participate in official graduation ceremonies unless that student has completed all requirements for said program, including minimum attendance and in-residence requirements, required competencies, and required grade/score from program.

Academic Probation, Suspension and Reinstatement
Students are expected to maintain a GPA of 2.5 throughout their studies. Any student whose GPA falls below 2.5 in a given session will be placed on academic probation for the following session. A student under academic probation who fails to achieve a 2.5 GPA or higher in the subsequent session may face academic suspension. Reinstatement after academic suspension will be considered on a case-by-case basis and will require approval of the institution, beginning with the Chief Academic Officer. Students should be aware that courses are offered consecutively, and it is generally not possible to continue into subsequent courses until all prior courses have been successfully completed. Please refer to Financial Aid policies to understand how GPA affects your eligibility.

In-State Tuition (Resident)
Under Missouri law, to be eligible for in-state (resident) tuition rates, a student must have lived in Missouri for one full calendar year prior to the start date of classes and be in the United States legally. The state of Missouri does not provide in-state tuition to undocumented students,
including Deferred Action for Childhood Arrivals (DACA; 
https://www.usimmigration.org/glossary/daca) recipients. According to Missouri's state budget, "public higher education institutions cannot knowingly offer these students in-state tuition."

Determining Resident Status

Evidence of Eligibility
Attendance at an institution of higher education is considered as temporary presence in the state of Missouri and does not establish resident status. Additional criterion:
1. Resident classification shall be consistent with Administrative Rule 6 CSR 10-3.010 (https://www.sos.mo.gov/cmsimages/adrules/csr/current/6csr/6c10-3.pdf) of the Missouri Coordinating Board for Higher Education.
2. The student shall be responsible for providing accurate residency information.
3. The record of a student who has falsely provided residency information to avoid financial obligation to the institution shall not be certified to any agency until the obligation is satisfied.

Evidence of Domicile
The following offers sufficient proof of domicile:
1. Presence within the service region (including the Kansas counties of Johnson and Wyandotte) or the state of Missouri for a minimum of 12 immediate past consecutive months with proof of intent to make the service region or the state of Missouri a permanent home for an indefinite period; OR
2. Presence within the service region or the state of Missouri for the purpose of retirement, full-time employment, professional practice, or to conduct a business. Supporting documentation must be submitted as evidence.

Certifying Residency
Each student must pay fees and tuition to Skilled KC based on his or her resident classification. If there is any possibility the student may owe Skilled KC more in fees and tuition than what has been assessed, it is the student's responsibility to raise the issue during registration.

Penalty for Giving False Residency Information
The student's record will not be certified to any agency until he/she has paid the difference between the fees and tuition paid and the amount owed by a person of that resident status. Students can contact Student Services offices to request a change of residency.

Students in the Military
For those who qualify, Skilled KC will provide a 100% tuition and textbook refund for students called into active duty or given military transfer orders that require the student to withdraw from classes prior to completing the session. Contact the Student Services office for refund information. Skilled KC will limit academic residency to 25% or less of the certificate requirement for all certificates for active-duty service members and their adult family members (spouse and Institute-age children). In addition, there are no “final year” or
“final session” residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active duty are covered in the same manner. For more information, call the Skilled KC VA Certifying Official at 816.932.1139.

Out-of-State Tuition (Non-Resident)
Under Missouri law, a person must have lived in Missouri for one full calendar year prior to school enrollment to be entitled to resident tuition rates. Non-resident tuition will be applied to any person not residing in the state of Missouri for one year prior to the start date of classes. The exception is the contiguous county exception for Johnson and Wyandotte County residents in Kansas. The out-of-state tuition is an additional $50 per credit hour added to the base tuition.

General Tuition/Fees and Refund Information
Tuition is charged per course and is listed under each course in the course offering section of the website. Every certificate-seeking student is charged a technology fee of $22.00 per credit hour (adjusted to contact hours that vary per program and subject to change), which funds the Institute's maintenance and enhancement of technology infrastructure.

Every student is charged a facility fee of $2.00 per credit hour (adjusted to contact hours that varies per program and subject to change), which funds the Institute's construction, maintenance, furnishing and equipping of buildings and infrastructure, including any and all occupancy costs. Other fees are charged on a course-by-course basis.

Proof of Missouri residency is required for all courses. The out-of-state tuition is an additional $50 per credit hour added to the base tuition.

Methods of Payment
The Treasurer’s Office accepts cash, Visa, MasterCard, and personal checks. (Please note: there is a $35 fee for bad checks otherwise known as Non-Sufficient Funds.) A 2.5% processing fee will be added to all debit and credit card payments.

Students are encouraged to seek financial aid via third-party pay or scholarships.

Students receiving third-party funding, such as agency or employer-sponsored funding, must have a billing authorization at the time of registration. The Treasurer’s Office will include a $5 per credit hour service fee on all third-party invoices unless otherwise dictated by an agreement with a third party.

Payment arrangements are required at the time of registration. If tuition and fee charges are not paid within 10 days of registration, the applicable courses will be dropped due to non-payment. If you have been dropped and would like to re-register (if space is available), please contact your Pathways Advisor.
Refund Policy - Classes Paid by Check, Cash, or Credit Card
All refunds will be available within 45 business days after notification. The following process applies to all refunds:

- 100 percent of tuition and fees will be refunded if a student drops prior to the beginning of class
- 100 percent of tuition and fees will be refunded if a class is cancelled due to insufficient enrollment
- 100 percent of tuition and fees will be refunded if a student drops during the first week of classes
- After the first week, each student who has completed 50 percent or less of a course and withdraws is eligible for a pro rata refund. The completion percentage shall be based on the total number of calendar days in the course and the total number of calendar days completed.
- No refunds if the last date of attendance was after completing 50 percent of the course.
- Books, supplies, kits, and consumables are non-refundable.

Any dispute regarding refunds after the census date will follow the tuition and fee refund appeals process.

Tuition and Fee Special Circumstance Refund Policy
Special circumstances are defined as but not limited to medical treatment, death of an immediate family member or active duty military. If a student encounters a special circumstance after the refund policy window, they must contact Student Services and request a tuition and fee refund.

Students’ requests should be submitted to the Treasurer’s Office. Requests must be made within ONE YEAR of the withdrawal date. Appeals submitted more than one year after the withdrawal date will not be reviewed. If a student has financial aid for the session being appealed, the student could be responsible for repayment of those funds.

Skilled KC can approve a special circumstance refund for only one session during the student's entire academic career at Skilled KC, even if a student has documentation that substantiates an extraordinary event and an appeal for tuition and fee refund is approved. This includes all voluntary and involuntary separations. If the event is related to a medical condition, it is the student’s responsibility to make an informed decision, which may require consultation with a physician, prior to enrolling in future coursework since a refund request is granted on a one-time basis for a given medical condition. While a student will not be granted a second tuition and fee refund, the student may have the opportunity to withdraw from coursework with a grade of W in future sessions, assuming the student meets all appropriate deadlines and regulations related to withdrawal.

Supporting Documentation for Tuition/Fee Appeals
Supporting documentation is required and must be provided for the following request:

- Medical - A dated and signed letter on letterhead from the physician explaining the illness; medical bills; or other medical documentation
- Death of an Immediate Family Member - A death certificate or an obituary from the newspaper. Pamphlets from the funeral will not be accepted. Immediate Family Member is defined as follows: spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law. Adopted, half, and step members are also included in immediate family
- Active Duty Deployment - Deployment papers stating Active Duty, not training
- Institute Error - A dated and signed explanation on Skilled KC Technical Institute letterhead from the appropriate administrator, at dean level or higher, stating the situation and identifying the Institute’s error

Documentation must be in English, or it will not be accepted. If a student is providing copies, they must be translated.

**Additional Information**

- If a student has financial aid for the timeframe they are appealing, they may have to return the financial aid received if the appeal is approved.
- If a student is appealing for medical reasons and they have been granted a refund for a prior session based on that documentation, their request will not be considered for a second session. Medical refunds are given on a one-time basis.
- If a student is appealing any fees unrelated to tuition, this is out of the Appeal Committee’s purview and their request will not be reviewed.
- If a student is appealing due to work-related issues or failure to receive expected funding such as loans, Veterans Affairs support, payments, funding, sponsorships, etc., their request will not be considered.
- If a student is appealing grades, this is out of the Appeal Committee’s purview. The student should speak with the appropriate department or refer to the catalog regarding grade appeals or grievances.
- Tuition and fee refund appeals based on medical, family emergency, death in the family, or military deployment must be for all courses taken the entire session.

Appeal forms are available in the Treasurer’s Office. The committee meets monthly to review appeals.

**Transferring Skilled KC Coursework to Other Institutions**

The transfer eligibility of coursework earned at Skilled KC is determined through transcript evaluations and an articulation agreement administered by the receiving institution. All institutional academic/transfer policies and procedures such as “in residence” requirements shall be applied. Limitations to the transferability of coursework may exist depending on the receiving institution and its program requirements.
Request for Official Transcript/Certificate
Program certificates are awarded and mailed after students meet all graduation requirements for their program of study. To receive an official transcript or duplicate certificate, pick up the Official Transcript/Certificate Request form from the Student Records office located at the main campus. Please allow five business days to process your request after Student Records receives the completed Official Transcript/Certificate Request form accompanied by the $5 transcript fee. Official documents will not be issued unless all financial obligations to Skilled KC have been fulfilled.

Security
The Institute employs security personnel to provide a safe and secure learning environment. Crime prevention information as well as information related to reporting incidences may be obtained from a security officer. Dispatch can be reached anytime, seven days a week at 816.932.1099.

Selective Service Registration
Missouri law requires that all males certify their Selective Service registration status prior to enrollment at the school. Each male student enrolled for the first time must file a statement of registration compliance. Register with the Selective Service at www.sss.gov.

Student Accident or Injury Reporting Process
If an accident or injury which does not require immediate medical attention occurs on Institute property, it is the student’s responsibility to seek medical attention, if so desired. For an accident or injury requiring immediate medical attention, Skilled KC staff will call 911. Any Skilled KC student who sustains an injury on Institute property or at any facility where Institute business is being transacted is required to file an accident report with the Institute within 24 hours of the occurrence (or the next business day, whichever comes first).

To report an accident or injury sustained on any Institute property, the instructor must also contact Skilled KC Safety & Security at 816.932.1099 to file an incident report within 24 hours of the occurrence (or the next business day, whichever comes first).

Student Handbook and Code of Conduct
For more information related to student services, policies, and procedures, refer to the Skilled KC Student Handbook and Code of Conduct, available in Student Services and delivered on your first day of class.

Student Rights and Responsibilities
Students' Rights
1. A student shall have the right to participate in a free exchange of ideas, and there shall be no Institute rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.

2. Each student shall have the right to participate in all areas and activities of the Institute, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.

3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and Institute authorities alike.

4. Each student subject to disciplinary action arising from violations of Institute or Program Student Code of Conduct shall be assured a fundamentally fair process.

5. Each student has the right to speak in a public forum, as indicated by Missouri Revised Statute: [https://www.senate.mo.gov/15info/pdf-bill/perf/SB93.pdf](https://www.senate.mo.gov/15info/pdf-bill/perf/SB93.pdf)

Students’ Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and Institute officials.

2. A student has the responsibility to be fully acquainted with the published Institute Student Rules and to comply with them, as well as federal, state, and local laws.

3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire Institute community.

4. A student has the responsibility to maintain a level of behavior which supports the learning environment of the institution and to recognize the Institute’s obligation to provide an environment for learning.

5. Students are required to wear their I.D. cards in a visible location while on campus and present them for identification when requested by a staff/faculty/security member.

Dress Code

Dress standards promote learning by establishing expectations that reduce educational distractions and prepare students for later success in their professional lives. Skilled KC respects and supports students’ right to self-expression and has an obligation to create an environment where all community members are comfortable and able to focus on their education. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves, their peers, and the learning environment. Students who fail to abide by the dress code shall be considered in violation of the dress code and will be subject to the following actions:

<table>
<thead>
<tr>
<th>Violation Level</th>
<th>Action</th>
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<tbody>
<tr>
<td>First-Second Violations</td>
<td>Verbal Warning</td>
</tr>
<tr>
<td>Third Violation</td>
<td>Student Service Touchpoint</td>
</tr>
<tr>
<td>Fourth Violation</td>
<td>Written Student Code Violation</td>
</tr>
<tr>
<td>Fifth Violation</td>
<td>Meet with Chief Student Officer to determine next steps</td>
</tr>
</tbody>
</table>

Relaxed Casual*: Classroom, student center, and campus offices
Appropriate attire includes: jeans, t-shirts, uniforms designated by institutional staff or other attire with Skilled KC logo. All items are expected to be clean and in good repair (no holes).

*Inappropriate attire includes, but is not limited to, the following:
  ▪ Midriffs or halters, mesh, sheer, netted shirts, tube tops or cut-off t-shirts
  ▪ Short skirts or dresses
  ▪ Undershirts or undergarments worn as outerwear
  ▪ Shorts or athletic/yoga wear
  ▪ Clothing with derogatory, offensive and/or lewd messages either in language or graphics

Due to safety reasons, closed toe shoes are required in all lab environments. Professors may impose additional attire requirements for safety purposes that will be enforced by the Skilled KC dress code policy.

**Business Casual: Client meetings and workforce center**
Appropriate attire includes: dresses, khakis or similar type pants, dress capris, skirts, shirts/blouses or golf-type shirts with collars, sweaters, vests, jacket without tie, and dress shoes.

**Business Professional: Interviews and business meetings**
Appropriate attire includes: business suits, professional dresses, sports jackets with tie, dress pants, skirt suits or pant suits, button down or traditional business shirts, and dress shoes.

**Student Success Center**
The Student Success Center (SSC) support services include: group and one-on-one tutoring, academic skills support, life skills support, and community resource referrals. To request tutoring appointments, get links to tutoring resources, receive a student email account and/or reset your password, please visit the SSC on our main campus for more information. The SSC hours of operation are Monday through Wednesday 7:30 a.m. - 6:00 p.m., Thursday 7:30 a.m. - 3:00 p.m. and Friday 7:30 a.m. - 12:00 p.m. More information is available by calling 816.932.1168 or emailing studenthelp@skilledkc.org.

**Testing Services**
Testing Services administers a variety of academic and career/technical tests for the purpose of placing students in academic and career/technical programs. A current student ID or government-issued photo ID is required for all tests. Skilled KC offers a variety of programs that require minimum scores in reading and math. To view a list of the test requirements for your program of choice, please visit our testing center web page. Skilled KC uses the Test of Adult Basic Education (TABE); there is no cost associated with the first TABE administration. Test scores are valid for up to three years after the original test date. Students who wish to retest must meet with their program advisor. It is recommended that students wait at least two weeks prior to retesting. Cost is $5 per retest.

Hours of Operation:
- Monday – Wednesday: 7:30 a.m. – 3:00 p.m.
- Thursday: 7:30 a.m. – 1:00 p.m.
- Friday: 7:30 a.m. – 10:00 a.m.
Location: 4801 Rockhill Road, Kansas City, MO 64110; phone: 816.932.1168
Note: The testing center takes the last walk-in student at 3:00 p.m. Monday-Wednesday, 1 p.m. Thursday, and 10:00 a.m. Friday.

Veterans Services
Skilled KC welcomes veterans, eligible dependents, active duty service members, members of the selected reserve, and VRAP recipients, as defined by the appropriate chapters of the GI Bill®. Our staff is trained, knowledgeable, and dedicated to providing the services and education students need to successfully compete in today’s global economy.

Documents Needed for Veterans Services
- Certificate of Eligibility
- If applicable, In-State Residency Waiver Form
- Military and/or Educational Transcripts
- Government issued photo ID, for more information, email veteransinfo@skilledkc.org

Academic Code of Conduct
Skilled KC is committed to instilling in its students a high level of academic integrity. Integrity in the classroom is a definite expectation. Students who compromise the integrity of the academic process are subject to disciplinary action by the institute.

A violation of academic honesty includes, but is not limited to:

Plagiarism
Plagiarism is the use of another person’s distinctive ideas or words without acknowledgment. The incorporation of another person’s work into one’s own requires appropriate identification and acknowledgment, regardless of the means of appropriation. The following are forms of plagiarism when the source is not noted:

- Word-for-word copying of another person’s ideas or words
- Submitting another’s published or unpublished work, in whole, in part, or in paraphrase, as one’s own without fully and properly crediting the author with footnotes, citations or bibliographical reference
- Submitting as one’s own original work, material obtained from an individual or agency without reference to the person or agency as the source of material
- Submitting as one’s own original work, material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

Cheating
Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices not authorized by the instructor in any academic exercise, or communication with another person during such an exercise. Examples of cheating are:
• Use and/or possession of unauthorized material or technology during an examination (any written or oral work submitted for evaluation and/or grade), such as tape cassettes, note tests, calculators, cell phones, or computer programs
• Assistance with or answers to examination questions from another person with or without that person's knowledge
• Furnishing assistance with or answers to examination questions to another person
• Possessing, using, distributing, or selling unauthorized copies of an examination, or computer program
• Representing as one's own, an examination, paper, or project undertaken by another person
• Taking an examination in place of another person or turning in another's work on a paper or project
• Obtaining unauthorized access to the computer files of another person or agency, and/or altering or destroying those files

Fabrication and Falsification
Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment. Falsification, involves the deliberate alteration or changing of results to suit one’s needs in an experiment or other academic exercise.

Multiple Submission
This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

Misuse of Academic Materials
The misuse of academic materials includes, but is not limited to, the following:
• Stealing or destroying library or reference materials or computer programs
• Stealing or destroying another student's materials in one's possession without the owner's permission
• Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor
• Illegitimate possession, disposition, or use of examinations or answer keys to examinations
• Unauthorized alteration, forgery, or falsification of academic records
• Unauthorized sale or purchase of examinations, papers, or assignments

Complicity in Academic Dishonesty
Complicity involves knowingly contributing to another's acts of academic dishonesty. If a student is ever in doubt about the specific guidelines governing individual or group work with respect to a particular course or assignment, be sure to ask the instructor for clarification.

Any Skilled KC student who assists another student in an act of academic dishonesty will be subject to disciplinary action, whether or not the complicit student is enrolled in the class for which the dishonest act occurred. The complicit student will be notified by the Chief Academic Officer that he/she has been involved with an academic integrity issue and subject to disciplinary action.
Institutional Academic Integrity and Misconduct Disciplinary Action

The Institute is committed to academic integrity; students must take this issue very seriously. The intent of this policy is not one of punishment but rather the promotion of ethical, professional, and honest behaviors. However, if an academic code of conduct violation is found, this policy was developed to provide a consistent method for institution action. Students who are unclear about the rules governing any aspects of academic integrity should ask the instructor for clarification or guidance.

The original jurisdiction of any case involving academic misconduct shall be with the faculty member whose course the alleged misconduct occurred. If a faculty member suspects a student of academic misconduct, he/she must inform the student without unnecessary delay of the alleged misconduct and provide the student the opportunity to respond before taking any action. If convinced that an academic integrity violation occurred, the instructor must complete an academic integrity incident report and forward it to the Chief Academic Officer. The student will receive a zero for the assignment. If a student was aided in the academic integrity event by a student who is not in the class, the instructor must also complete an academic integrity incident report for that student and forward it to the Chief Academic Officer.

The process of completing an academic integrity incident report and subsequent discussion with the student is completed by the faculty member for each occurrence.

The Chief Academic Officer shall track all academic integrity violations and act in the following manner:

First Violation and Resolution

The student’s first violation at the institute will result in a zero for the assignment. The student will be notified of the violation by the Chief Academic Officer and reminded about the importance of academic integrity at this institution. If a student was complicit in the event and not enrolled in the course where the violation occurred, he/she will be notified of the importance of academic integrity and seriousness of the violation.

Second Violation and Resolution

The student’s second violation at the institute will result in an XF grade for the course. The student will be notified of the violation by the Chief Academic Officer and reminded about the importance of academic integrity at this institution. If a student was complicit in the event and not enrolled in the course where the violation occurred, he/she will be notified of the importance of academic integrity and seriousness of the violation.

Third Violation and Resolution

The third offense of academic misconduct will result in administrative withdrawal from the institution for a period of one academic year.

Due Process

The student so affected by an academic integrity violation and disciplinary action shall have the right of appeal through the Academic Office. Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue the course without
prejudice pending disciplinary actions. The student must notify the Chief Academic Officer within ten days of the event. An appeal hearing committee will be formed, including the Chief Academic Officer, Chief Student Officer, and others as deemed necessary. Students will receive written notification of the appeal decision within eight days of the hearing. The appeal committee decision is final.

Programs of Study

Program Instructor Qualifications
Each instructor possesses:

1. At least an associate degree (or high school diploma and a minimum of six years in the field)
2. Any industry required credentials or certifications
3. Expertise in the area of responsibility that is actively maintained
4. A record of performance that reflects work-based standards as interpreted by the institution

Credit Hour and Instruction Modalities
The intent of Skilled KC is to provide a consistent measure of the quality of a student’s academic engagement, and to ensure accurate assignment of credit hours to activities earning academic credit. The awarding of academic credit for a course is based on the amount of time a student receives direct instruction and works beyond instruction time on the course content. The “credit hour” is the basic unit of measure used for determining Skilled KC credit. The accepted definition of a credit hour is one hour of instruction and two hours of work outside of class per week for a full session. Therefore, Skilled KC defines the credit hour as:

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

Lecture Class:
For a lecture class, one credit is considered to be 60 minutes of lecture class time and two hours per week of work outside of class. For the typical three credit hour class, a student spends three hours per week in class and should expect to complete at least six hours per week of work outside of class. One credit hour is defined as a minimum of 15 hours of work.

Lecture/Lab Class:
For a lecture/lab class, instruction will be given in two instructional environments: classroom lecture and a laboratory session. For example, in a two-credit hour course, a student will spend 60 minutes each week in lecture and 120 minutes each week in a scheduled or independent laboratory session. For each credit hour of lecture, a student should also expect to spend an additional two hours per week outside of class. One credit hour is defined as a minimum of 22.5 hours of work.

Laboratory Class:
For a laboratory class, the hours per week are considered to be all in class with no outside assignments. Thus, one unit is three hours per week of laboratory time, and one credit hour is defined as 30 hours of work.

Internship, practicum, or field study credit: one credit hour is defined as a minimum of 40 hours of supervised work in a field placement each session.

Our programs may utilize one or more of the indicated modalities.

**Instruction Modalities:**
Hybrid and face-to-face instruction: occurs online and in a physical classroom/lecture environment where the instructor and students are physically present.

Online instruction: occurs fully in the online learning management system between the students and instructor.

Hybrid instruction: occurs as a mix of face-to-face and online instruction.

Online instruction and hybrid instruction courses shall include an equivalent amount of instruction and student workload per credit hour as the comparable face-to-face lecture class or lecture/lab class.

**Technical Requirements for Courses with Hybrid/Online Instruction**
All courses require consistent attendance and participation, whether face-to-face in a physical classroom or in an online or hybrid format. All courses are supported through the Learning Management System (LMS), which requires ongoing access to a laptop or computer and stable internet access. In addition, students should possess the minimum technical skills:

- Basic computer operation: start up computer; find and run software programs; store and locate files and folders; organize, copy, paste, name and rename data files
- Word processing: create, edit, and save documents; cut and paste information from one document to another, and from one program to another
- Internet: access and browse the internet to efficiently navigate websites; download and save data files from a website; download and install computer software; upload files through a provided interface
- Email: send and receive e-mail, save attached files from an incoming e-mail, and attach data files to an outgoing e-mail.
# Certificate Programs

## Advanced Manufacturing Tech I & II

### Tuition and Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Credit</th>
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<tr>
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<td>Out of district/state fees (If applicable)</td>
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**Program Cost**

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<tr>
<td></td>
<td>$4,953</td>
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*Additional book and material fees may apply*

## ADVANCED MANUFACTURING TECH I & II

<table>
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<tr>
<th>COURSE NUMBER</th>
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<th>COURSE NAME</th>
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### Advanced Manufacturing Tech I

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAF 001</td>
<td>LECTURE</td>
<td>OSHA &amp; Forklift Training</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>MFG 001</td>
<td>LECTURE</td>
<td>Introduction to Manufacturing Technology &amp; Processes</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MFG 002</td>
<td>LECTURE</td>
<td>Introduction to Lean Manufacturing</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>TEC 001</td>
<td>LECTURE</td>
<td>Technical Math</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>MFG 003</td>
<td>LECT/LAB</td>
<td>AC/DC</td>
<td>3</td>
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</tr>
<tr>
<td>MFG 004</td>
<td>LECT/LAB</td>
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<td>TEC 002</td>
<td>LECTURE</td>
<td>Print Reading</td>
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**Level I Totals**

|                      | 17 | 307.5 |

### Advanced Manufacturing Tech II

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<th>COURSE NAME</th>
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<th>CONTACT HOURS</th>
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</thead>
<tbody>
<tr>
<td>MFG 005</td>
<td>LECTURE</td>
<td>Motor Controls</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>MFG 006</td>
<td>LECT/LAB</td>
<td>Automation and Control</td>
<td>3</td>
<td>67.5</td>
</tr>
<tr>
<td>MFG 007</td>
<td>LECT/LAB</td>
<td>Fluid Power</td>
<td>3</td>
<td>67.5</td>
</tr>
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<td>MFG 008</td>
<td>LECT/LAB</td>
<td>Robotics</td>
<td>3</td>
<td>67.5</td>
</tr>
<tr>
<td>MFG 009</td>
<td>LECTURE</td>
<td>Introduction to Metrology and SPC</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>MFG 010</td>
<td>LECT/LAB</td>
<td>Machine Tool</td>
<td>3</td>
<td>67.5</td>
</tr>
</tbody>
</table>
Depending on skill level and assessment scores, students may be required to take the necessary basic skill or prerequisite courses prior to enrolling in the program.


**Industry-Recognized Credentials (IRC’s)**: Certified Production Technician (CPT)  
Manufacturing Technician 1 (MT1)  
OSHA 10; Forklift Certification

*Advanced Manufacturing coursework prepares graduates to sit for these eligible IRC’s exams.

**Advanced Manufacturing Instructional Equipment:** AC/DC and advanced electrical systems, fluid power physical components and technological products/systems, computer control and robotics, industrial machinery and training systems, basic machine tools, CNC machines and welding technology

**Advanced Manufacturing Instructional Equipment List:**

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>Additional Information</th>
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<tbody>
<tr>
<td>Electrical Control Trainers</td>
<td>Virtual Reality Welding Trainer (2)</td>
</tr>
<tr>
<td>PLC Trainers</td>
<td>Asset Management System (for barcoding equipment)</td>
</tr>
<tr>
<td>Oscilloscopes</td>
<td>Laptop Cart</td>
</tr>
<tr>
<td>Clamp Style Ammeters</td>
<td>Chromebooks (30)</td>
</tr>
<tr>
<td>Megohm Meters</td>
<td>Variable Frequency Drive Trainers</td>
</tr>
<tr>
<td>Digital Analog Trainer Kits</td>
<td>Miscellaneous hand tools (for motor control trainers)</td>
</tr>
<tr>
<td>Components for Electrical Trainers (plug-n-play)</td>
<td>Fluid Power (Hydraulic and Pneumatic) Trainers</td>
</tr>
<tr>
<td>Misc. hand tools (for electrical trainers and components)</td>
<td>Magic Motor Training System</td>
</tr>
<tr>
<td>Micro Metal Lathe (Grizzly)</td>
<td>Carts for desktop trainers (3)</td>
</tr>
<tr>
<td>Micro Mill (Grizzly)</td>
<td>Fanuc Robotics Trainers and Cart (2)</td>
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<tr>
<td>Mill stand</td>
<td></td>
</tr>
<tr>
<td>Lathe stand</td>
<td></td>
</tr>
<tr>
<td>Air Compressor</td>
<td></td>
</tr>
</tbody>
</table>

**ADVANCED MANUFACTURING COURSE DESCRIPTIONS**

**SAF 001 – OSHA & Forklift Training (1 credit / 15 contact hours)** This course provides students with OSHA 10-hour safety training. In addition, students will complete an OSHA-approved forklift certification.

**MFG 001 – Introduction to Manufacturing Technology & Processes (3 Credits/ 45 Contact Hours)** This course provides students with opportunities to become familiar with advanced manufacturing careers and develop fundamental technological literacy as they learn about the
history, systems, and processes of manufacturing. In addition, this course introduces students to the theory and operation of manufacturing, including manufacturing processes and equipment overview, manufacturing design, production process and flow, materials, machine operations, and logistics. Instruction and learning activities are provided in a classroom setting to reinforce using hands-on experiences with the equipment, materials and technology appropriate to the course content and in accordance with current practices.

**MFG 002 – Introduction to Lean Manufacturing (2 Credits/ 30 Contact Hours)** This course focuses on the application of lean manufacturing in the advanced manufacturing environment. Students will learn about key lean concepts, including why lean, identifying wastes, Value Stream Mapping methods and Six Sigma. Instruction and learning activities are provided in a classroom setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

**TEC 001 - Technical Math (3 Credits/ 45 Contact Hours)** This is an introductory technical math course. The course is designed for students who have basic math skills and for those who need a review of basic technical math concepts. The primary goals of this course are to help individuals acquire a solid foundation in the basic skills of math/shop algebra and geometry. This course will show how these skills can model and solve authentic real-world problems. Instruction and learning activities are provided in a classroom setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

**MFG 003 – AC / DC (3 Credits/ 67.5 Contact Hours)** This course will explore principles and theories with DC and AC circuits used in the automation trade. Includes the study of electronic circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. Instruction and learning activities are provided in a classroom and laboratory setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

**MFG 004 – Electrical (4 Credits/ 90 Contact Hours)** This course examines electrical components and their characteristics, circuit schematics, and series and parallel DC and AC circuits. Topics include the combination of resistive, inductive and capacitive circuits, and industrial applications of these circuits. Hands on labs help guide student learners to assimilate this material. Instruction and learning activities are provided in a classroom and laboratory setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

**TEC 002 – Print Reading (1 Credit/ 15 Contact Hours)** This course is designed to study the basics of industrial print drawings and to practice obtaining desired information from blueprints. Includes: types of drawings, lines, dimensions, tolerances, specifications, and sketching techniques. Instruction and learning activities are provided in a classroom setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

**MFG 005 – Motor Controls (2 Credits/ 30 Contact Hours)** This course covers the principles of AC and DC motors, motor control, and general machine operations in a complex mechatronic system. Students will learn the functions and properties of machine control elements and the roles they play within the system. Topics covered will include: general machine operations and motor control techniques; mechanical components and electric drives; motor sensors, braking
and loads; motor efficiency and power; preventive measures; and troubleshooting techniques. Technical documentation such as data sheets, circuit diagrams, schematics, displacement step diagrams, and function charts will also be covered. By understanding and performing measurements on motors and motor control circuits, students will learn and apply troubleshooting strategies to identify, localize, and correct malfunctions. Safety issues within the system will also be discussed. Instruction and learning activities are provided in a classroom and laboratory setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

MFG 006 – Automation and Controls (3 Credits/ 67.5 Contact Hours) The student will learn terminology and demonstrate system operations by proper measurement and control techniques of flow, pressure, temperature, and automation control. Instruction and learning activities are provided in a classroom and laboratory setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

MFG 007 – Fluid Power (3 Credits/ 67.5 Contact Hours) This course is an introduction to pressurized hydraulic components in power delivery and positioning systems. Students will use hydraulic pumps and motors and make hydraulic connections, measurements, and calculations to determine appropriate system components. Instruction and learning activities are provided in a classroom and laboratory setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

MFG 008 – Robotics (3 Credits/ 67.5 Contact Hours) The student will develop programs to control servo and non-servo robots as well as continuous path servo robots, to interface robots into an automated system, and to maintain the operation of multi-task robotic systems within operating parameters. Instruction and learning activities are provided in a classroom and laboratory setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

MFG 009 – Introduction to Metrology and SPC (2 Credits/ 30 Contact Hours) This course will discuss precision measurement, its relationship to geometric tolerances, critical dimensions, and calibration. Also covered will be statistical process control and quality assurance using manual and automated gauges, checking fixtures, non-destructive testing, and coordinate measuring systems. Students will learn use of vision, laser, and other non-contact measuring systems. Instruction and learning activities are provided in a classroom and laboratory setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

MFG 010 – Machine Tool (3 Credits/ 67.5 Contact Hours) This course will cover fundamental manual machine operator skills and basic precision measuring techniques. Specific course topics will be on machines, tools, and measurements to produce an end-product. Participants will work independently and as small teams in completing the hands-on lab activities. Instruction and learning activities are provided in a classroom and laboratory setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

MFG 011 – Welding (3 Credits/ 67.5 Contact Hours) This course introduces basic concepts of general welding. Hands-on lab activities are provided for the participant to apply knowledge and
develop skills in the following areas: shop safety, cutting (oxy/acetylene), and SMAW (shielded metal arc welding). Participants will work independently and as small teams in completing the lab activities. Instruction and learning activities are provided in a classroom and laboratory setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

**TEC 003 – Capstone in Advanced Manufacturing (3 Credits/ 67.5 Contact Hours)** This is the capstone design course. Students will work in teams to evaluate a society or industry-based problem in Advanced Manufacturing and then design and evaluate a strategy to address the problem. The course will include written and oral presentations of the design strategy, implementation, and evaluation. Instruction and learning activities are provided in a classroom and laboratory setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

**Software Developer**

**Tuition and Fees**

<table>
<thead>
<tr>
<th>Credit</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Hours</td>
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<tr>
<td>Technology Fee</td>
<td>$22.00</td>
</tr>
<tr>
<td>Out of state fees (If applicable)</td>
<td>$50</td>
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</tbody>
</table>

**Program Cost***

$3,302  $3,302

*Additional book and material fees may apply

**SOFTWARE DEVELOPMENT**

The **Software Development program** is a *five-month training, which includes both* classroom learning and a real-world development project on today's current software development platforms. **Students** learn basic coding literacy, fundamentals, soft skills and gain career-readiness, preparing them to become immediate contributors to the software development community.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TYPE</th>
<th>COURSE NAME</th>
<th>CREDIT HOURS</th>
<th>CONTACT HOURS</th>
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<tr>
<td>SFDV 001</td>
<td>LECT/LAB</td>
<td>INTRODUCTION TO WEB DEVELOPMENT</td>
<td>3</td>
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<td>SFDV 002</td>
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<td>SFDV 003</td>
<td>LECT/LAB</td>
<td>JAVASCRIPT</td>
<td>4</td>
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<tr>
<td>SFDV 004</td>
<td>LECT/LAB</td>
<td>INTRODUCTION TO RESTful WEB SERVICES</td>
<td>4</td>
<td>90</td>
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</table>
Depending on screening process, skill level and assessment scores, students may be required to take the necessary basic skill or prerequisite courses prior to enrolling in the program.

Credentials Earned: Skilled KC Certificate of Completion

Industry-Recognized Credential (IRC)*: JavaScript Specialist Certification

Software Developer Instructional Equipment:
student laptop computers (40 Macs) and monitors, short-throw projector and instructor cart (classroom)

SOFTWARE DEVELOPER COURSE DESCRIPTIONS

SFDV 001 - Introduction to Web Development (3 Credits/ 67.5 Contact Hours) This course introduces students to the principles and technologies associated with the Internet and Web. In addition, students will learn about the software development work environment and the fundamentals of project workflow from start to finish by exploring various introductory software development methodologies such as HTML and CSS. Instruction and learning activities are provided in a classroom and laboratory setting to reinforce using hands-on experiences with equipment, materials, and technology.

SFDV 002 – HTML and CSS (5 Credits/ 112.5 Contact Hours) This course teaches students HTML and CSS implementation and best practices. Topics include semantic coding, usability and accessibility, and the Document Object Model (DOM). Students will learn code syntax, commenting, writing, testing, and maintenance of HTML and CSS, along with basic JavaScript integration. Students will complete coding projects, including the construction of web pages in HTML and the application of CSS to control layout and appearance.

SFDV 003 – JavaScript (4 Credits/ 90 Contact Hours) This course prepares students to use JavaScript, with an emphasis on advanced language features and client-side programming. Topics include closures, higher-order functions, object-oriented principles, application debugging, load times, and automated and manual testing techniques. In addition, this course explores how JavaScript is used as a technology for both for frontend and backend web applications. Hands-on exercises are integrated throughout to reinforce learning and develop real-world competencies.

SFDV 004 – Introduction to RESTful Web Services (4 Credits/ 90 Contact Hours) This course focuses on componentized frameworks and locking down the basics from standing up the application to creating the first component utilizing ES6. The course is also an introduction to the back-end development where Create, Read, Update, and Delete (CRUD) routes and the business logic layer are discussed, as well as REST end-points in Web Application Programming Interfaces (APIs). Instruction and learning activities are provided in a classroom.
and laboratory setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

**SFDV 005 - Introduction to Backend Engineering (4 Credits/ 90 Contact Hours)** This course examines a variety of Web backend topics, including input, producing templated output, databases and data stores, and building systems with secure user accounts. Instruction and learning activities are provided in a classroom and laboratory setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

**SFDV 006 - Capstone (6 Credits/ 180 Contact Hours)** This course provides students with the opportunity to complete a real-world project, build a work portfolio, and acquire further practical experience in the software development field. All activities are provided in a laboratory setting to reinforce using hands-on experiences with the equipment, materials, and technology appropriate to the program outcomes and in accordance with current practices.

**Biotechnology Program**

**Biotechnology**

**Tuition and Fees**

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<tr>
<th>Biotechnology</th>
<th>Credit</th>
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<td>Out of district/state fees (If applicable)</td>
<td>$50</td>
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</table>

**Program Cost** $3,302.00

*Additional book and material fees may apply*

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**BIOTECHNOLOGY**

Biotechnology Laboratory Technician I – BLT I (first 13 credit hours) provides entry level skills in biotechnology principles and laboratory techniques with an emphasis in safety, accuracy, and an adherence to protocols in the laboratory. Students explore the field of biotechnology including career pathways and bioethical implications.

Biotechnology Laboratory Technician II – BLT II (second 10 credit hours) expands on biotechnology principles and laboratory application to include cell culture techniques and genetic technologies. Students gain further experience in the lab conducting separation and identification techniques. The culminating course is a capstone experience. The courses are designed to align with the industry standards for a biotechnology laboratory technician role.
**Biotechnology Instructional Equipment:**

[Biotechnology Equipment List (1).docx](#)

### BIOTECHNOLOGY COURSE DESCRIPTIONS

**BLT 001 – Introduction to Biological Concepts with Lab (3 Credits/45 Contact Hours)** This course provides students with opportunities to become familiar with foundational biological and chemical principles. The course focuses on the structure and function of the building blocks of life and the flow of chemicals and energy through living and non-living systems in order to build the foundation for subsequent courses. Instruction and learning activities are provided in a classroom setting reinforced using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

**BLT 002 – Introduction to Biotechnology (3 Credits/45 Contact Hours)** This course provides an introduction to the Biotechnology field including the latest trends, various sector applications, and potential career pathways. The students learn about regulations governing the industry as well as have an opportunity to critically evaluate the industry’s contributions to society. Instruction and learning activities are provided in a classroom setting reinforced using
hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

BLT 003 – Biotechnology Laboratory I (4 Credits/120 Contact Hours) This course introduces students to the importance of maintaining a safe laboratory workspace and following lab protocols. Students perform calculations, accurately document lab work, and interpret data in a laboratory environment. Students also gain experience with handling and maintaining basic laboratory equipment. Instruction and learning activities are provided in a classroom setting reinforced using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

BLT 004 – Biotechnology Laboratory Math (3 Credits/45 Contact Hours) This course is designed as a refresher for students on key mathematical concepts such as rounding, exponents, unit conversions, and simple equations. Each concept is presented in the laboratory context in which it would be used on the job. Instruction and learning activities are provided in a classroom setting reinforced using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

BLT 007 – Biotechnology Laboratory II (4 Credits/120 Contact Hours) This lab focuses on the correct application and safe operation of various biotechnology laboratory instruments. Specifically, students learn proper separation and identification techniques including electrophoresis, spectrophotometry, and chromatography. Instruction and learning activities are provided in a classroom setting reinforced using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

BLT 005 – Cell Culture Techniques (3 Credits/45 Contact Hours) This course focuses on the fundamental processes of cell culture techniques. Students become familiar with key topics including aseptic techniques, the growth environment, cell culture maintenance, and cryopreservation. Instruction and learning activities are provided in a classroom setting reinforced using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

BLT 006 – Introduction to Biotechnology Testing Methods (3 Credits/45 Contact Hours) This course provides an introduction to testing methods used in the biotechnology field. Students become familiar with the concepts behind common testing methods. Instruction and learning activities are provided in a classroom setting reinforced using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

BLT 008 – Internship (3 Credits/120 Contact Hours) In this course students gain practical work experience related to the educational program with the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Instruction and learning activities are provided in a classroom setting reinforced using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.

BLT 009 – Capstone (3 Credits/67.5 Contact Hours) The biotechnology capstone course provides an opportunity for students to showcase the knowledge and skills acquired throughout the program. Given a real-world scenario, students design, conduct and analyze a laboratory
experiment. Students explore the bioethical implications of the results of their experiment. The course includes written and oral presentations as well as laboratory work. Instruction and learning activities are provided in a classroom setting reinforced using hands-on experiences with the equipment, materials, and technology appropriate to the course content and in accordance with current practices.
Academic Calendar 2020-2021

Fall 2020 - Spring 2021

Advanced Manufacturing Cohort I (24-week)

New Entering Cohort I Orientation (Date: TBD)
Opening Year Reception – Skilled KC Constitutes (5:00PM) 27-Aug

Labor Day (Administrative Offices Closed) 7-Sept

Last Day for Registration (24 Week Terms) 25-Sept

Term Start (Monday) 28-Sept
  Last Day to Drop a Course with 100% Refund 16-Oct

Skilled KC Professional Development Day (Administrative Offices Closed) 16-Oct
Withdraw Period Begins (“W” grade appears on Transcript) 17-Oct
Last Day to Drop a Course with 50% Refund 12-Nov
Thanksgiving Break (Thursday through Friday) Nov 26 – Nov 27

Christmas Break Begins 24-31 Dec

Last Day to Withdraw Courses Now Receive ‘WP’ or 'WF' grade 14-Jan
Last Day to Withdraw Courses Receive Earned Letter Grade to Date 8-March
End of Term 26-March
Final Grades due to Registrar by 5PM 26-March

Certificate Ceremony 2-April

Advanced Manufacturing Cohort II (24-week)

New Entering Cohort II Orientation (Date: TBD)
Last Day for Registration (24 Week Terms) 12-Feb

Term Start (Monday) 15-Feb

Last Day to Drop a Course with 100% Refund 7-March
Withdraw Period Begins (“W” grade appears on Transcript) 8-March
Last Day to Drop a Course with 50% Refund 4-April

Skilled KC Professional Development Day (Administrative Offices Closed) 14-May
Last Day to Withdraw Courses Now Receive ‘WP’ or 'WF' grade 11-June

4th of July (Administrative and all Class Campus Locations Closed) 5-July

Last Day to Withdraw Courses Receive Earned Letter Grade to Date 7-Aug
End of Term 27-Aug

Final Grades due to Registrar by 5PM 27-Aug
Certificate Ceremony 3-Sept

Advanced Manufacturing Cohort III (24-week)
New Entering Cohort III Orientation Begins (Date: TBD)
Last Day for Registration (24 Week Terms) 16-April
Term Start (Monday) April 19
Last Day to Drop a Course with 100% Refund 6-May
Withdraw Period Begins ("W" grade appears on Transcript) 7-May
Skilled KC Professional Development Day (Administrative Offices Closed) 14-May
Last Day to Drop a Course with 50% Refund 30-May
Last Day to Withdraw Courses Now Receive 'WP' or 'WF' grade 27-July
Last Day to Withdraw Courses Receive Earned Letter Grade to Date 14-Sept
End of Term 1-Oct
Final Grades due to Registrar by 5PM 1-Oct
Certificate Ceremony 8-Oct

Fall 2020 - Spring 2021

Biotechnology Cohort I (18-week)
New Entering Cohort I Orientation Begins (Date: TBD)
Opening Year Reception – All Skilled KC Constitutes (5:00PM) 27-Aug
Labor Day (Administrative Offices Closed) 7-Sept
Last Day for Registration (18 Week Terms) 9-Oct
Term Start (Monday) 12-Oct
Skilled KC Professional Development Day (Administrative Offices Closed) 16-Oct
Last Day to Drop a Course with 100% Refund 25-Oct
Withdraw Period Begins ("W" grade appears on Transcript) 26-Oct
Last Day to Drop a Course with 50% Refund 12-Nov
Thanksgiving Break (Thursday through Friday) Nov 26 – Nov 27
Christmas Break Begins 24-31 Dec
Last Day to Withdraw Courses Now Receive 'WP' or 'WF' grade 25-Dec
Last Day to Withdraw Courses Receive Earned Letter Grade to Date 30-Jan
End of Term 12-Feb
Final Grades due to Registrar by 5PM 12-Feb
Certificate Ceremony 19-Feb

**Biotechnology Cohort II (18-week)**

New Entering Cohort II Orientation Begins (Date: TBD)
Last Day for Registration (18 Week Terms) 26-Feb

Term Start (Monday) 1-March

Last Day to Drop a Course with 100% Refund 14-March
Withdraw Period Begins (“W” grade appears on Transcript) 15-March

Last Day to Drop a Course with 50% Refund 1-April
Last Day to Withdraw Courses Now Receive ‘WP’ or 'WF' grade 14-May

Skilled KC Professional Development Day (Administrative Offices Closed) 14-May
Last Day to Withdraw Courses Receive Earned Letter Grade to Date 19-June

End of Term 2-July

Final Grades due to Registrar by 5PM 2-July

4th of July (Administrative and all Class Campus Locations Closed) 5-July

Certificate Ceremony 9-July

**Biotechnology Cohort III (18-week)**

New Entering Cohort III Orientation Begins (Date: TBD)
Last Day for Registration (18 Week Terms) 16-July

Term Start (Wednesday) 19-July

Last Day to Drop a Course with 100% Refund 1-Aug
Withdraw Period Begins (“W” grade appears on Transcript) 2-Aug

Last Day to Drop a Course with 50% Refund 19-Aug

Labor Day (Administrative Offices Closed) 6-Sept

Last Day to Withdraw Courses Now Receive ‘WP’ or 'WF' grade 1-Oct
Last Day to Withdraw Courses Receive Earned Letter Grade to Date 6-Nov

End of Term 19-Nov

Final Grades due to Registrar by 5PM 19-Nov

Certificate Ceremony 22-Nov

**Fall 2020 - Spring 2021**

**Software Developer Cohort I (20-week)**


New Entering Cohort I Orientation Begins (Date: TBD)
Opening Year Reception – All Skilled KC Constitutes (5:00PM) 27-Aug

Labor Day (Administrative Offices Closed) 7-Sept

Last Day for Registration (20 Week Terms) 7-Sept

Term Start (Tuesday) 8-Sept (Classes meet Tuesdays & Thursdays)

Last Day to Drop a Course with 100% Refund 22-Sept

Withdraw Period Begins (“W” grade appears on Transcript) 23-Sept

Last Day to Drop a Course with 50% Refund 12-Oct

Skilled KC Professional Development Day (Administrative Offices Closed) 16-Oct

Thanksgiving Break (Thursday through Friday) Nov 26 – Nov 27

Last Day to Withdraw Courses Now Receive ‘WP’ or ‘WF’ grade 29-Nov

Christmas Break Begins 24-31 Dec

Last Day to Withdraw Courses Receive Earned Letter Grade to Date 8-Jan

End of Term 22-Jan

Final Grades due to Registrar by 5PM 22-Jan

Certificate Ceremony 29-Jan

Software Developer Cohort II (20-week)

New Entering Cohort II Orientation Begins (Date: TBD)

Opening Year Reception – All faculty & Associates (4:45PM) 27-Aug

Last Day for Registration (20 Week Terms) 7-Sept

Term Start (Tuesday) 8-Sept (Classes meet Monday/Wednesday and Tuesday/Thursday)

Last Day to Drop a Course with 100% Refund 22-Sept

Withdraw Period Begins (“W” grade appears on Transcript) 23-Sept

Last Day to Drop a Course with 50% Refund 12-Oct

Skilled KC Professional Development Day (Administrative Offices Closed) 16-Oct

Thanksgiving Break (Thursday through Friday) Nov 26 – Nov 27

Last Day to Withdraw Courses Now Receive ‘WP’ or ‘WF’ grade 29-Nov

Last Day to Withdraw Courses Receive Earned Letter Grade to Date 8-Jan

End of Term 22-Jan

Final Grades due to Registrar by 5PM 22-Jan

Certificate Ceremony 29-Jan
Software Developer Cohort III (20-week)

New Entering Cohort III Orientation Begins (Date: TBD)
Last Day for Registration (20 Week Terms) 5-Feb

Term Start (Monday) 8-Feb

Withdraw Period Begins ("W" grade appears on Transcript) 23-Feb

Last Day to Drop a Course with 50% Refund 14-March
Last Day to Drop a Course with 100% Refund 22-Feb
Last Day to Withdraw Courses Now Receive 'WP' or 'WF' grade 1-May

Skilled KC Professional Development Day (Administrative Offices Closed) 14-May
Last Day to Withdraw Courses Receive Earned Letter Grade to Date 11-June
End of Term 25-June

Final Grades due to Registrar by 5PM 25-June

Certificate Ceremony 2-July