

## **SCHOOL OF APPLIED TECHNOLOGY**

**CERTIFICATES OF PROFICIENCY/  
CERTIFICATES OF COMPLETION**

**PROGRAMS AND COURSES**

**STUDENT INFORMATION AND  
SUPPORT SERVICES**

**STUDENT ACADEMIC PROGRESS  
& ATTENDANCE**

## **BASIC SKILLS DEVELOPMENT & LEARNING CENTERS**

**ADULT BASIC EDUCATION: MATH,  
READING, WRITING**

**ARMED SERVICES**

**VOCATIONAL APTITUDE BATTERY  
(ASVAB) TEST PREPARATION**

**ENGLISH-AS-A-SECOND LANGUAGE  
(ESL)**

**GED TEST PREPARATION**

## **BUSINESS OFFICE TECHNOLOGY**

**ACCOUNTING CLERK  
CERTIFICATE OF COMPLETION**

**ADMINISTRATIVE OFFICE SUPPORT  
SPECIALIST CERTIFICATE OF  
COMPLETION**

**CUSTOMER SERVICE RECEPTIONIST  
CERTIFICATE OF PROFICIENCY**

**SOCIAL/HUMAN SERVICES  
ASSISTANT CTE CERTIFICATE OF  
PROFICIENCY**

## **COMPUTER & NETWORK TECHNOLOGY**

**COMPUTER SUPPORT SPECIALIST  
(A+ CERTIFICATION) CERTIFICATE  
OF COMPLETION**

**NETWORK ADMINISTRATOR (MCITPSA)  
CERTIFICATE OF COMPLETION**

**NETWORK ENGINEER  
CERTIFICATE OF COMPLETION**

**NETWORK INFRASTRUCTURE  
TECHNICIAN (CCNA)  
CERTIFICATE OF COMPLETION**

## **ELECTRONICS TECHNOLOGY**

**ELECTROMECHANICAL ASSEMBLY  
TECHNICIAN CERTIFICATE OF  
PROFICIENCY**

**ELECTRONICS ASSEMBLY  
TECHNICIAN CERTIFICATE OF  
PROFICIENCY**

**ELECTRONICS COMMUNICATION  
TECHNICIAN CERTIFICATE OF  
COMPLETION**

**ELECTRONICS ENGINEERING  
TECHNICIAN CERTIFICATE OF  
COMPLETION**

**ELECTRONICS TECHNICIAN  
CERTIFICATE OF COMPLETION**

## **HEALTH CARE TECHNOLOGY**

**CERTIFIED NURSING ASSISTANT  
CERTIFICATE OF PROFICIENCY**

**CLINICAL MEDICAL ASSISTING  
CERTIFICATE OF COMPLETION**

**ECG TECHNICIAN  
CERTIFICATE OF PROFICIENCY**

**HEALTH INFORMATION SPECIALIST  
CERTIFICATE OF COMPLETION**

**HEALTH UNIT CLERK/COORDINATOR  
CERTIFICATE OF PROFICIENCY**

**MEDICAL CODING & BILLING  
CERTIFICATE OF COMPLETION**

**MEDICAL OFFICE ADMINISTRATION  
CERTIFICATE OF COMPLETION**

**MEDICAL OFFICE LABORATORY  
TECHNICIAN CERTIFICATE OF  
COMPLETION**

**PHARMACY TECHNICIAN  
CERTIFICATE OF PROFICIENCY**

**PHLEBOTOMY TECHNICIAN  
CERTIFICATE OF PROFICIENCY**

## **MANUFACTURING TECHNOLOGY**

**MACHINIST<sup>CTE</sup>  
CERTIFICATE OF COMPLETION**

**WELDING<sup>CTE</sup> CERTIFICATE OF  
COMPLETION**

**WELDING, FOCUSED CERTIFICATE**

## **MEDIA & WEB DESIGN TECHNOLOGY**

**GRAPHIC DESIGNER CERTIFICATE OF  
COMPLETION**

**MEDIA DESIGN TECHNOLOGY  
CERTIFICATE OF COMPLETION**

**WEB PROGRAMMER CERTIFICATE OF  
COMPLETION**

**WEB SITE DESIGNER CERTIFICATE OF  
COMPLETION**

## **PROFESSIONAL DRIVING**

**PROFESSIONAL TRUCK DRIVING<sup>CTE</sup>  
CERTIFICATES**

## **SKILLED SERVICE TECHNOLOGY**

**AIR-CONDITIONING/HEATING/<sup>CTE</sup>  
REFRIGERATION CERTIFICATE OF  
COMPLETION**

**AUTOMOTIVE GENERAL SERVICE  
TECHNICIAN CERTIFICATE OF  
PROFICIENCY**

**AUTOMOTIVE TECHNICIAN  
CERTIFICATE OF PROFICIENCY**

**AUTOMOTIVE UNDERCAR TECHNICIAN  
CERTIFICATE OF PROFICIENCY**

**HEAVY DUTY DIESEL MAINTENANCE  
TECHNICIAN CERTIFICATE OF  
PROFICIENCY**

**HEAVY DUTY TECHNICIAN  
CERTIFICATE OF PROFICIENCY**

## SCHOOL OF APPLIED TECHNOLOGY

(801) 957-3354  
[www.slcc.edu/sat](http://www.slcc.edu/sat)

**NOTE:** SLCC policies and procedures apply except as noted.

Highland Center  
3760 South Highland Drive, Suite 200  
Salt Lake City, Utah 84106-4206

Meadowbrook Campus  
250 West 3900 South  
Salt Lake City, Utah 84107-1459

Miller Campus  
9750 South 300 West  
Sandy, Utah 84070-3264

Rose Park Center  
1400 West Goodwin Avenue (1145 North)  
Salt Lake City, Utah 84116-1629

South City Campus  
1575 S. State Street, Room W137D  
Salt Lake City, Utah 84115-1610

Taylorville Redwood Campus  
4600 South Redwood Road  
Student Center, Room 258B  
Salt Lake City, Utah 84130-0808

### AFFILIATED SITES:

Granite Technical Institute  
2500 South State Street  
Salt Lake City, Utah 84115-3110

Horizonte Instruction & Training Center  
1234 South Main Street  
Salt Lake City, Utah 84101-3117

### MISSION STATEMENT

The School of Applied Technology within Salt Lake Community College, provides quality career and technical education in a flexible, competency-based format meeting the needs of students desiring low-cost training in high skill job fields. Programs are responsive to business and industry requirements resulting in appropriate license, certification, or evidence of completion, articulating, where appropriate, with career and technical education courses within the College.

### HIGH SCHOOL AND COLLEGE CREDIT

The School of Applied Technology offers non-credit courses; however, high school credit may be awarded to students by their home high school.

Some School of Applied Technology courses/programs may be articulated for Salt Lake Community College credit upon application for matriculation to a related degree-diploma program.

### CHANGES TO COURSES AND PROGRAMS

School of Applied Technology develops new courses and programs as needed to meet the employment needs of Salt Lake area businesses. In addition, courses and programs are updated often to incorporate recommendations from the Program Advisory Committee (PAC) or as new technologies are available. See the most current course/program description at [www.slcc.edu/sat/index.asp](http://www.slcc.edu/sat/index.asp).

## CERTIFICATES OF PROFICIENCY/ CERTIFICATES OF COMPLETION

Students who successfully complete a program will receive a Certificate of Proficiency or a Certificate of Completion as defined for the specific program.

## PROGRAMS AND COURSES

### INSTRUCTIONAL DELIVERY

The School of Applied Technology specializes in open-entry, open-exit instructional delivery. This means students may enroll weekly depending on the school calendar and available seats and complete courses when competency proficiency has been demonstrated and evaluated by instructors.

Courses are delivered in two formats: self directed and instructor led. The majority of courses are delivered in the self-directed format. This allows new students to join an on-going class or program any week and allows students to complete coursework as quickly as they are able to demonstrate competency. A qualified instructor is always present to guide, coach, mentor, and evaluate progress as students work through their prescribed instructional activities.

Instructor-led courses have scheduled start and end times in which students are members of a cohort and work on instructional modules as directed by the instructor.

### BASIC SKILLS DEVELOPMENT & LEARNING CENTERS

Adult Basic Education: Math Reading, Writing, Math  
Armed Services Vocational Aptitude Battery (ASVAB)  
Test Preparation  
Computer Learning Center (Highland Center and Horizonte)  
English as a Second Language (ESL)  
GED Test Preparation

### BUSINESS OFFICE TECHNOLOGY <sup>CTE</sup>

Accounting Clerk  
Administrative Office Support Specialist  
Customer Service Receptionist  
Social/Human Services Assistant

### COMPUTER & NETWORK TECHNOLOGY

Computer Support Specialist (A+ Certification)  
Network Administrator (MCITPSA)  
Network Engineer  
Network Infrastructure Technician (CCNA)

### ELECTRONICS TECHNOLOGY <sup>CTE</sup>

Electromechanical Assembly Technician  
Electronics Assembly Technician  
Electronics Communication Technician  
Electronics Engineering Technician  
Electronics Technician

### HEALTH CARE TECHNOLOGY <sup>CTE</sup>

Certified Nursing Assistant  
Clinical Medical Assisting  
ECG Technician  
Health Information Specialist  
Health Unit Clerk/Coordinator  
Medical Coding & Billing  
Medical Office Administration  
Medical Office Laboratory Technician  
Pharmacy Technician  
Phlebotomy Technician

## MANUFACTURING TECHNOLOGY CTE

Machinist  
Welding  
Welding, Focused

## MEDIA & WEB DESIGN TECHNOLOGY CTE

Graphic Designer  
Media Design Technology  
Web Programmer  
Web Site Designer

## PROFESSIONAL DRIVING CTE

Professional Truck Driving (Class A)

## SKILLED SERVICE TECHNOLOGY CTE

Air Conditioning, Heating, Refrigeration Technician  
Automotive General Service Technician  
Automotive Technician  
Automotive Undercar Technician  
Heavy Duty Diesel Maintenance Technician  
Heavy Duty Technician

## STANDALONE COURSES

Most courses offered in a program may be taken standalone (see the program description). Prerequisites, if any, must be completed. The tuition for most standalone courses is based on \$1.75 times the course's total clock hours. Students may receive a Recognition of Achievement for completion of standalone courses as determined by the department. The following courses, not part of a defined program, are also available:

COURSE	HOURS
KCDL 0100 CDL Learner's Permit	16
KCDL 0110 CDL License Refresher Course	40-80
KCNA 0010 CPR for Health Care Pros	4
KCNA 0020 Skills Lab Refresher	5
KFLT 0250 Forklift Driver	8
KNNA 0100 Nutrition Assistant	20

## STUDENT INFORMATION AND SUPPORT SERVICES

### ADMISSION & REGISTRATION

Students who wish to enter a School of Applied Technology course/program must complete a Salt Lake Community College Application for Admission. A non-refundable \$40 application fee is required (the application fee is waived for enrolled high school students). This fee covers application, assessment, orientation (if needed), and student identification card. Students may re-enter any Salt Lake Community College program within two calendar years with no additional application fee.

Students who need help registering for a course and/or program may meet with an advisor at School of Applied Technology Enrollment Services, at the South City Campus or Taylorsville Redwood Campus Student Center, Monday through Friday. Enrollment specialists are available at the Highland and Rose Park Centers.

High school students must see their CTE coordinator or high school counselor before enrolling.

Students may enroll in self-directed courses/programs weekly as openings are available and the school calendar allows. Instructor-led courses/programs have scheduled start and end dates. Please see an advisor for a schedule.

Students who have had a break in their training should meet with an advisor regarding possible changes to curriculum in their program.

## CALENDAR

The calendar for the School of Applied Technology includes more class days than the SLCC academic calendar. The calendar is available on-line at [www.slcc.edu/sat](http://www.slcc.edu/sat).

## ORIENTATIONS

Students are encouraged to participate in an orientation prior to attending the first day of class. Orientations are scheduled at campuses and/or centers weekly and give an overview of services at SLCC, including how to obtain student identification cards, where to obtain parking permits, student services and general SLCC policies.

## TESTING SERVICES

The School of Applied Technology Testing Services, at South City Campus, helps individuals make realistic career/educational decisions based on each person's academic skills, learning aptitudes, vocational interests, plus occupational and Utah labor market information. Additional services include:

- General Educational Development (GED) Exams.
- Utah Nursing Assistant Registry Written and Basic Skills Certified Nursing Assistant (CNA) Exams.
- One-Day-Vocational Assessment: Consists of a battery of five exams evaluating educational aptitudes, vocational interests, personality traits, academic achievement and learning styles.
- International Society of Certified Electronics Technicians or (ISCET).
- Police Officer Selection Test or (POST).
- Tests of Adult Basic Education, or (TABE) measures achievement in skills taught in high school and adult basic education programs.
- Comprehensive Adult Student Assessment System or (CASAS) measures functional basic skills, in reading and listening for non-native speakers of English.
- WorkKeys Foundational assessments measures cognitive abilities, such as applied mathematics, reading for information, and locating information. WorkKeys Personal Skills assessments are designed to predict job behavior and measure the full potential of individuals.

For further information or to schedule an appointment for the Utah Nursing Assistant Registry exams, please contact the School of Applied Technology Assessment Office at South City Campus, Room W124, at (801) 957-3257.

## PROGRAM COSTS AND STUDENT FEES

Utah Residents: For Utah residents, the cost for most School of Applied Technology programs is \$1.75 per scheduled clock hour, which does not include student fees. The cost of books and supplies are separate and are subject to change. See a School of Applied Technology Admissions Advisor for total program costs.

Students whose program cost is paid by a community agency need an authorization form from the agency before assessment or enrollment.

The School of Applied Technology is committed to the success of the student. Therefore, students may check out required books and/or tools to use in the classroom until they can purchase their own sets. See the instructor for details.

## INTERNATIONAL STUDENTS

International students (students on a non-immigrant visa) must complete International Student Application for Admission through International Student Services, Taylorsville Redwood

# Salt Lake Community College 2010-2011 General Catalog

Campus (Room STC 234, phone (801) 957-4528, web address: [www.slcc.edu/iss](http://www.slcc.edu/iss)); e-mail: [internationalservices@slcc.edu](mailto:internationalservices@slcc.edu). Students will be charged a \$75 application fee at that time.

International students in English as a Second Language will be charged \$1,575.00 tuition for each of 2 academic terms – one in Fall, and one in the Spring. Students will be charged \$367.50 tuition for the Summer term.

For more information see the section titled “International Students” page 31.

## WITHDRAWAL/REFUNDS

Students should submit drops/withdrawals within the first 20% of the scheduled course hours according to SLCC procedures. No tuition refunds will be given after 20% of scheduled course hours. Contact School of Applied Technology enrollment services for details.

## FINANCIAL AID

The School of Applied Technology assists students who have financial needs. A number of state and federal sources of assistance are available to eligible students. Referral to funding resources is available through School of Applied Technology's Financial Aid Office, South City Campus, Room W137B.

When receiving financial aid, students and their families are expected to assume some responsibility for meeting the cost of education. The expected contribution from students and family is determined by income, assets, number of dependents and other relevant information. Most financial assistance is awarded when the cost of attending the School of Applied Technology is greater than resources available. Financial aid is awarded only to students who maintain satisfactory progress in eligible programs.

Early program termination before completion may require repayment of aid received.

To apply for federal financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students must also provide any supplemental information as requested. In order to be considered for additional grants, students must also complete the School of Applied Technology Student Information form.

## RECORDS

Copies of student records are available upon the written request of the student to the School of Applied Technology MIS office, Room W170, South City Campus. The non-refundable cost for each transcript is \$5. Any financial obligation owed to the School of Applied Technology or to the College must be cleared before a transcript will be released. Records will be released only to the student or the person designated in writing. A picture ID is required.

## HIGH SCHOOL AND COLLEGE CREDIT

Students may earn high school credits for School of Applied Technology classes from local school district adult education programs. Some School of Applied Technology courses/programs may be articulated for Salt Lake Community College credit upon application for matriculation to a related degree-diploma program.

## OPEN LEARNING LABS

Sponsored students who need additional monitored study time may elect to enroll in the KOLL 0100 Open Learning Lab course.

To enroll, students should ask their instructional advisor to add the Open Learning Lab to their schedule.

There will be a one-time administrative fee of \$50 per student per program for enrolling in the Open Learning Lab.

## EMPLOYMENT SERVICES

The School of Applied Technology is committed to helping students obtain employment upon completion of their training. Students work with an Employment Specialist who provides services for the training program they are attending. Students can also visit one of the Student Employment locations to receive employment services. The location and hours for School of Applied Technology Student Employment are: W136 at South City Campus, 8 a.m. to 4:30 p.m., or by appointment, phone: (801) 957-3354 or fax: (801) 957-3283. Student Employment provides the following services and resources to School of Applied Technology Students:

- Individual job referrals
- Job listings
- Employer recruiting and interviewing on campus
- Program-specific job market and employment information

One-on-one assistance with:

- Sources for job leads and development
- Information about types of jobs and employers
- Traditional and online applications
- Resumes, cover, and thank-you letters
- Interview dynamics, questions, and formats
- Past and current issues that effect employability
- Provide online employment assistance and job referrals
- Employment Workshops
- Fax Machine

Computers for:

- Online applications
- Resumes
- Cover and thank-you letters
- Internet job searches
- Word processing
- E-mailing employers
- Resume paper

## STUDENT ACADEMIC PROGRESS & ATTENDANCE

### STUDENT ACADEMIC PROGRESS

Students enrolled in School of Applied Technology programs receive monthly progress reports from their instructors. In order to make satisfactory progress, students should be able to complete the competencies of courses in the programs within not more than 150% of the total allotted hours. However, students accepting financial aid from a sponsor should follow the satisfactory progress requirements of their sponsor. For federal PELL requirements see the section entitled “Eligibility Criteria for Financial Aid,” page 46.

### ATTENDANCE

It is expected that students attend class regularly to ensure they make satisfactory progress toward course/program completion. Attendance is tracked and reported as required to sponsoring agencies and Financial Aid officers.

Students missing 10 consecutive instructional days without prior approval may be dropped from the course/program.

### MAKE-UP POLICY

The School of Applied Technology has no make-up policy for missed days.

### LEAVE OF ABSENCE

If students need an extended leave, they must request it in writing from an advisor. See an advisor for details.

## BASIC SKILLS DEVELOPMENT & LEARNING CENTERS

### ADULT BASIC EDUCATION: MATH, READING, WRITING

Assistant Professor: Martha Hess  
South City Campus

Instruction is designed to assist students who want to improve their reading, writing and/or math skills before entering vocational training. Faculty work with students on an individual basis using a variety of instructional materials to help them achieve the desired skill level. Most work can be applied toward high school completion/diploma if the student is registered in Adult Education through their school district. Computer-assisted instruction is also provided through the SCIL (SAT Integrated Learning) Lab and is designed to supplement the classroom activities. Instruction is geared to meet the needs of the most elementary level adults through high school/college reading, writing and math skills.

#### PREREQUISITES

Success in the program depends upon each individual. To help ensure success, students are asked to demonstrate basic skills required for the program. These skills may be measured by taking the Comprehensive Adult Student Assessment System Test (TABE), RAVENS, Choices Ability Profiler, Learning Styles, and/or as determined by an admissions advisor. See an admission advisor for more information.

Clock hours are determined on an individual basis for one or all of the following subjects:

#### READING

Vocabulary improvement, spelling, writing and reading comprehension.

#### WRITING

Composition, essay writing for GED preparation or college entrance.

#### MATHEMATICS

Whole numbers, fractions, decimals, percentages, measurements and formulas, equations, ratio and proportion.

Students work at their own skill level and learn through a variety of instructional materials.

### ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB) TEST PREPARATION

Assistant Professor: Martha Hess  
South City Campus

This program is designed to assist students in preparing for the Armed Services Vocational Aptitude Battery (ASVAB). The scores on this test battery can qualify candidates for certain jobs and training in the armed forces. Instruction is concentrated in the ten ASVAB areas:

- General Science
- Arithmetic Reasoning
- Word Knowledge
- Paragraph Comprehension
- Numerical Operations
- Coding Speed
- Auto and Shop Information
- Mathematics Knowledge
- Mechanical Comprehension
- Electronics Information

Resource materials and instructors are available for individual lessons and practice before taking the test. Reading and test-taking strategies are presented to reduce test anxiety and encourage confidence. Practice tests will be administered to measure the student's readiness for completing the exam.

#### PREREQUISITES

Success in the program depends upon each individual. To help ensure success, students are asked to demonstrate basic skills required for the program. These skills may be measured by taking the Comprehensive Adult Student Assessment System Test (TABE), RAVENS, Choices Ability Profiler, Learning Styles, and/or as determined by an admissions advisor. See an admissions advisor for more information.

#### COURSES (AS DETERMINED AFTER ENROLLMENT)

KALL 0110 Integrated Learning Lab  
KABM 0115 Mathematics  
KABR 0115 Reading  
KGED 0600 GED Test Preparation

PROGRAM HOURS: MINIMUM TWO TO FOUR HOURS PER DAY, AS ARRANGED

## COMPUTER LEARNING CENTERS

Highland Center

Horizonte Training and Learning Center

The Computer Learning Center offers basic computer, reading, writing, and math courses designed to provide high school and adult students with skills necessary to succeed in their career and technical training programs, to study for the GED, and/or study for the Utah Basic Skills Competency Test (UBSCT).

#### HIGHLAND:

KFND 0360 Terminology & Skills, Business  
KFND 0370 Terminology & Skills, CDL  
KFND 0380 Terminology & Skills, Health Care  
KFND 0390 Terminology & Skills, Transportation  
KFND 0100 Introduction to Computers  
KABM 0115 Basic Math Skills  
KABR 0115 Basic Reading Skills  
KGED 0200 GED Prep, Social Studies  
KGED 0300 GED Prep, Science  
KGED 0400 GED Prep, Language Arts, Reading/Lit.  
KGED 0500 GED Language Arts/Writing  
KMTH 0010 Math I

#### HORIZONTE:

KFND 0260 Fundamental Skills, Business  
KFND 0270 Fundamental Skills, CDL  
KFND 0280 Fundamental Skills, Health Care  
KFND 0290 Fundamental Skills, Auto/Diesel  
KFND 0200 Computer Basics  
KVSL 0755 Vocational ESL, Business  
KVSL 0756 Vocational ESL, CDL  
KVSL 0757 Vocational ESL, Health Care  
KVSL 0758 Vocational ESL, Transportation  
KVSL 0759 Vocational ESL, Welding  
KABM 0115 Basic Math Skills  
KABR 0115 Basic Reading Skills

## ENGLISH-AS-A-SECOND LANGUAGE (ESL)

Associate Professors: Cheryl Shurtleff  
South City Campus  
Taylorsville Redwood Campus

The School of Applied Technology offers three levels of ESL leading to vocational training or college level classes. No minimum English proficiency is required to enter ESL classes. However, a placement test is given to determine the level at which a student should begin. Placement tests are arranged at

the time students seek to register for the program. Students participate in the School of Applied Technology Integrated Learning (SCIL) Lab which focuses on the individual needs of the students. ESL classes include intensive practice in reading, writing, grammar, listening, vocabulary, pronunciation, conversation and computer-aided instruction.

The following classes are available for each level:

- 1 hour computer-aided language instruction or communicative activities to develop fluency
- 1.5 hour Reading/Writing/Communication Skills class
- 1.5 hour Grammar class
- 1 hour Listening and Note-Taking Skills class

Because this is an intensive English language program, full-time attendance is strongly recommended to encourage more rapid acquisition of English and is required for International students, as needed. Students may enroll with the following schedules:

## **FULL TIME STUDENTS (RECOMMENDED FOR ALL)**

**DAYTIME (REQUIRED FOR INTERNATIONAL STUDENTS):**  
5 hours/day, Monday - Thursday, as scheduled

**EVENING:**  
4 hours/day, Monday-Thursday as scheduled.

## **PART TIME STUDENTS (DAYTIME OR EVENING)**

Part time students are encouraged to take the core classes, i.e., Reading/Writing/Speaking, and Grammar

**DAY**  
Monday-Thursday, 12 hours/week, as scheduled

**EVENING**  
Monday-Thursday, 12 hours/week, as scheduled

## **INTERNATIONAL STUDENTS**

International students (students on a non-immigrant visa) must complete the International Student Application for Admission through the International Student Services, Taylorsville Redwood Campus, Room STC 234, phone (801) 957-4528, website address: [www.slcc.edu/iss](http://www.slcc.edu/iss) e-mail: [international.services@slcc.edu](mailto:international.services@slcc.edu). Students will be charged a \$75 application fee at that time.

## **PREREQUISITE**

Each level has predetermined Comprehensive Adult Student Assessment System (CASAS) score ranges. A School of Applied Technology Admissions Advisor will inform the student of his/her level after testing.

## **COURSE OFFERINGS**

Program Hours: Level I, II, and III – 300 hours per level (minimum two hours per day)

### **ESL LEVEL 1 - BEGINNING**

- KESL 0110 Grammar  
Introduction to basic parts of speech and verb forms.
- KESL 0120 Reading/Writing/Speaking  
Intro to basic reading, writing, and communication skills.
- KESL 0150 Listening/Speaking:  
Introduce and develop listening strategies, vocabulary building, and speaking abilities in various contexts.
- KESL 0450 Language Lab  
Computer-aided instruction in spelling, pronunciation, grammar, vocabulary, reading, writing, and keyboarding, and/or communicative activities to develop fluency.

### **ESL LEVEL 2 - INTERMEDIATE**

- KESL 0210 Grammar  
Introduction and practice of basic structures and usage: present, past and future tenses; nouns and pronouns; basic modals; present and past perfect; count and non-count nouns and articles.
- KESL 0220 Reading/Writing/Speaking  
Intermediate practice of reading and writing skills; vocabulary development; communication skills; cultural awareness.
- KESL 0250 Listening and Speaking  
Introduce and develop listening strategies, vocabulary building, and speaking abilities in various contexts.
- KESL 0450 Language Lab  
Computer-aided instruction in spelling, pronunciation, grammar, vocabulary, reading, writing, and keyboarding, and/or communicative activities to develop fluency.

### **ESL LEVEL 3 - ADVANCED**

- KESL 0310 Grammar  
Advanced grammatical and complex sentence structures: Verb tense review; passive; complete modal usage; gerunds and infinitives; conditionals (optional).
- KESL 0320 Reading/Writing  
Advanced reading and writing skills; vocabulary development; compositions; group discussions; presentations; cultural awareness.
- KESL 0350 Listening and Speaking  
Refine listening strategies, academic vocabulary building, cooperative speaking activities.
- KESL 0450 Language Lab  
Computer-aided instruction in spelling, pronunciation, grammar, vocabulary, reading, writing, and keyboarding, and/or communicative activities to develop fluency.

### **ESL LEVEL 3 (C) ADVANCED PRE-COLLEGE**

- KESL 0720 Reading/Writing  
Thorough review of English grammar as needed for reading and writing; advanced reading and vocabulary skills; summaries; essays.
- KESL 0730 Listening /Speaking  
Notetaking skills; lecture comprehension; prepared speeches; community service learning.
- KESL 0740 Computer Skills  
Introduction and practice as needed for college success: word processing, e-mail, Internet.
- KESL 0750 Special Studies  
Pronunciation, debate, particular grammar points, vocabulary, etc. Student needs and interests determine actual curriculum.

## **GED TEST PREPARATION**

**Assistant Professor: Martha Hess**  
**South City Campus**

The GED Test Preparation courses are designed for individual student study to prepare for the GED exam. Resource material is available for individual lessons and practice in the tested areas of mathematics, writing skills, social science, science and interpreting literature and the arts. Reading and test-taking tips are presented in the course to lessen test anxiety and encourage confidence. Diagnostic and practice tests are administered to measure the student's readiness for the exam. The School of Applied Technology Integrated Learning (SCIL) lab also is used to strengthen classroom instruction and to prepare the student for the final GED exam.

Three hours of classroom instruction are GED, writing, and math. Additional hours, as needed: math, or SCIL lab.

**PREREQUISITES**

Success in the program depends upon each individual. To help ensure success, students are asked to demonstrate basic skills required for the program. These skills may be measured by taking the Comprehensive Adult Student Assessment System Test (CASAS), Tests of Adult Basic Education (TABE), RAVENS, Choices Ability Profiler, Learning Styles, and/or as determined by an admissions advisor. See an admissions advisor for more information.

- KALL 0110 Integrated Learning Lab
- KABM 0115 Basic Math Skills
- KGED 0500 GED Language Arts/Writing
- KGED 0600 GED Test Preparation

Program Hours: Minimum three hours per day, as arranged

**GED TESTS**

Tests are given by appointment in the School of Applied Technology Testing Services Office. For an appointment and fee information, call (801) 957-3249, or inquire at the School of Applied Technology Testing Services Office in room W124, South City Campus.

## BUSINESS OFFICE TECHNOLOGY

### ACCOUNTING CLERK CERTIFICATE OF COMPLETION

**Professors:** DeeAnn Jensen, CPC, CCS-P; Jeanne Noble  
**Associate Professors:** Karl Jorgensen, Sally Williams, CPC  
**Assistant Professor:** Vonadean McFarland  
**Instructor:** Diego Pardo; Carolyn Perry, CPC  
**Highland Center, Rose Park Center, South City Campus**

**PROGRAM DESCRIPTION**

The accounting clerk program enables students to develop entry-level skills in the office accounting and/or bookkeeping areas. The most up-to-date tools necessary for securing and maintaining employment are emphasized throughout the program. Emphasis is placed on standard accounting office procedures, including presentation software (MS PowerPoint), team skills and activities, and exposure to other software packages, including MS Outlook. Secretarial accounting, computer-based accounting principles, data entry, skill building, speed and accuracy, customer service, spreadsheets (MS Excel) and word processing (MS Word) are also emphasized.

COURSES		CLOCK HOURS
KAOS 0110	Beginning Keyboarding	20
KAOS 0120	Keyboard Skill Building 1	60
KAOS 0130	Keyboard Skill Building 2	40
KAOS 0140	Ten-Key 1	30
KAOS 0150	Ten-Key 2	30
KAOS 0160	Ten-Key 3	20
KAOS 0170	Computer Concepts	30
KAOS 0180	Word Processing 1	40
KAOS 0210	Business Communications 1	35
KAOS 0220	Business Communications 2	15
KAOS 0230	Business Communications 3	10
KAOS 0250	Customer Service Life Skills	60
KAOS 0260	Presentations	30
KACT 0110	Spreadsheets 1	35
KACT 0120	Spreadsheets 2	35
KACT 0130	Accounting 1	30
KACT 0140	Accounting 2	30
KACT 0150	Accounting 3	30
KACT 0160	Accounting 4	30
KACT 0170	Records Management	30
KACT 0180	QuickBooks 1	40
KACT 0190	QuickBooks 2	40
KWRK 0515	Job Seeking Skills	15
<b>TOTAL HOURS</b>		<b>735</b>

## ADMINISTRATIVE OFFICE SUPPORT SPECIALIST CERTIFICATE OF COMPLETION

**Professors:** DeeAnn Jensen, CPC, CCS-P; Jeanne Noble  
**Associate Professors:** Karl Jorgensen, Sally Williams, CPC  
**Assistant Professor:** Vonadean McFarland  
**Instructor:** Diego Pardo; Carolyn Perry, CPC  
**Highland Center, Rose Park Center, South City Campus**

**PROGRAM DESCRIPTION**

The Administrative Office Specialist program enables students to develop entry-level skills in the computer/office occupations area. The most up-to-date tools necessary for securing and maintaining employment are emphasized throughout the program. Emphasis is placed on keyboarding skill building, ten-key calculator skills, computer concepts, Windows, Internet, and e-mail. Further emphasis is placed on computer applications including spreadsheets, word processing, and presentations. Students learn business communication skills, business office procedures, customer service, and life skills training. Students may also elect to take program electives including database applications, accounting, QuickBooks, advanced Word Processing, and medical terminology.

COURSES		CLOCK HOURS
KAOS 0110	Beginning Keyboarding	20
KAOS 0120	Keyboard Skill Building 1	60
KAOS 0130	Keyboard Skill Building 2	40
KAOS 0140	Ten-Key 1	30
KAOS 0150	Ten-Key 2	30
KAOS 0170	Computer Concepts	30
KAOS 0180	Word Processing 1	40
KAOS 0190	Word Processing 2	35
KAOS 0210	Business Communications 1	35
KAOS 0220	Business Communications 2	15
KAOS 0230	Business Communications 3	10
KAOS 0240	Business Communications 4	20
KAOS 0250	Customer Service Life Skills	60
KAOS 0260	Presentations	30
KACT 0170	Records Management	30
KACT 0110	Spreadsheets 1	35
KACT 0120	Spreadsheets 2	35
KWRK 0515	Job Seeking Skills	15

**ELECTIVES (80 HOURS REQUIRED)**

KAOS 0200	Word Processing 3	35
KAOS 0270	Database	40
KACT 0130	Accounting 1	30
KACT 0140	Accounting 2	30
KACT 0180	QuickBooks 1	40
KMCB 0120	Medical Terminology	30
<b>TOTAL HOURS</b>		<b>650</b>

## CUSTOMER SERVICE RECEPTIONIST CERTIFICATE OF PROFICIENCY

**Professors:** DeeAnn Jensen, CPC, CCS-P; Jeanne Noble  
**Associate Professors:** Karl Jorgensen, Sally Williams, CPC  
**Assistant Professor:** Vonadean McFarland  
**Instructor:** Diego Pardo; Carolyn Perry, CPC  
**Highland Center, Rose Park Center, South City Campus**

**PROGRAM DESCRIPTION**

This program provides basic training in keyboarding skill building, ten-key calculator, computer concepts, Internet, and e-mail. The course also teaches telephone etiquette, professionalism, business communication skills, and introduction to word processing (MS Word). Special emphasis is given to customer service and life skills training. Students learn to use assertive skills and problem solving to provide quality customer service.

COURSES		CLOCK HOURS
KAOS 0110	Beginning Keyboarding	20
KAOS 0120	Keyboard Skill Building 1	60

KAOS 0140	Ten-Key I	30
KAOS 0170	Computer Concepts	30
KAOS 0180	Word Processing I	40
KAOS 0210	Business Communications I	35
KAOS 0250	Customer Service Life Skills	60
KWRK 0515	Job Seeking Skills	15
<b>TOTAL HOURS</b>		<b>290</b>

## SOCIAL/HUMAN SERVICES ASSISTANT<sup>CTE</sup> CERTIFICATE OF PROFICIENCY

**Professors:** Dee Ann Jensen, CPC, CCS-P; Jeanne Noble  
**Associate Professors:** Karl Jorgensen; Sally Williams, CPC  
**Assistant Professor:** Vonadean McFarland  
**Instructors:** Carolyn Perry

### South City Campus

This program is designed for people interested in giving to the community by assisting professionals with their clients in social service settings. With a focus on entry-level case management, students learn how to work in a team environment with professionals from a wide variety of fields such as psychology, rehabilitation, corrections and/or social work. Due to the demand for skilled assistants, the program was developed with the help of representatives from government and private agencies who are looking to hire graduates

Courses focus on cultural growth, communication, ethical problem solving, and the computer skills needed to work in a social service environment. Successful students may find employment where they assist clients in identifying and obtaining services available from social and community agencies. Assistants may also assist licensed counselors or social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or adult day care. Other areas may be working with youth in the juvenile justice system and welfare services, or clients dealing with mental health issues, human relationships, rehabilitation, or other services designed to meet the needs of people in stressful life situations.

<b>COURSE</b>		<b>CLOCK HOURS</b>
KOFC 0110	Beginning Keyboarding	12
KOFC 0115	Beginning Skill Building	50
KOFC 0140	Computer Concepts/Windows	45
KOFC 0150	Customer Service/Life Skills	60
KOFC 0170	Word Processing (MS Word Core)	35
KOFC 0200	Spreadsheets (MS Excel Core)	35
KSSA 0100	Ethics in Social Services	60
KSSA 0200	Human Behavior/Soc Environ	60
KOFC 0290	Employment Workshop	15
<b>TOTAL HOURS</b>		<b>372</b>

## COMPUTER & NETWORK TECHNOLOGY

### COMPUTER SUPPORT SPECIALIST (A+ CERTIFICATION) CERTIFICATE OF COMPLETION

**Associate Professor:** Kathy Himle  
**Assistant Professor:** Edward Walsh  
**Instructor:** Doug Miller  
**Meadowbrook Campus, Rose Park Center**

#### PROGRAM DESCRIPTION

The Computer Support Specialist program is designed to give entry-level computer help desk and support pro-

professionals the skills needed to succeed in a modern help desk environment. From technical skills to "soft" skills, this program gives the emerging IT support professional the tools to succeed in securing a job and moving ahead quickly. This program offers training in hardware support and service including basic computer system assembly, computer repair, software installation, and troubleshooting skills. Student enrolling this program will have the opportunity to work with all the latest desktop operating systems including Microsoft's Windows 7, Apple's OS X, and Linux. An introduction to network design and troubleshooting is also an option for students selecting that elective. All students completing this program are encouraged to take exams leading to industry certification by CompTIA, Microsoft, Apple, and Linux (Testing services for most certifications exam are available at SLCC South City Campus Pearson-VUE center.)

#### REQUIRED COMPTIA CERTIFICATION COURSES 315 HOURS

##### A+ CERTIFICATION: HARDWARE & SOFTWARE ESSENTIALS

KCMS 0136	Computer Components	75
KCMS 0140	Storage and Multimedia	75

##### A+ CERTIFICATION: HELP DESK TECHNICIAN

KCMS 0151	Wired and Wireless	75
KCMS 0180	Software and Security	75
KWRK 0515	Job-seeking Skills	15

#### ELECTIVES 300 HOURS (CHOOSE TWO OPTIONS):

##### (OPTION 1) MICROSOFT CERTIFICATION

KNWE 0680	Configuring Windows Clients	75
KNWE 0780	Maintaining Windows Clients	75

##### (OPTION 2) LINUX CERTIFICATION

KCMS 0401	Linux Fundamentals	90
KCMS 0410	Linux System Administration	60

##### (OPTION 3) COMPTIA NETWORK+ CERTIFICATION

KCMS 0240	Intro to Networking Technology	75
KCMS 0250	Advanced Network Technology	75

##### (OPTION 4) APPLE CERTIFICATION

KCMS 0500	Mac OS X Essentials	75
KCMS 0550	Mac OS X Administration	75

**TOTAL HOURS 615**

## NETWORK ADMINISTRATOR (MCITPSA) CERTIFICATE OF COMPLETION

**Assistant Professor:** Steven Fogg  
**Instructor:** Doug Miller  
**Meadowbrook Campus; Rose Park Center**

#### PROGRAM DESCRIPTION

The program provides the latest courses required by Microsoft for the MCTS and MCITP:SA certification titles.

Students receive guidance from certified instructors throughout this intensive "hands-on" training program as they learn to install, configure, manage, secure and troubleshoot the latest Windows Client and Server operating systems and services in a Windows domain environment. The training can also be used as a step in preparation to take industry exams to earn Microsoft Certified Technology Specialist (MCTS) and Windows 2008 Microsoft Certified Information Technology Professional: Server Administrator (MCITP:SA) titles.

A broad range of client, server, and network management topics are covered in this program including: file and print services, directory services, user and group account management, automation of tasks through scripts, remote management and administration, domain controller management, software distribution

and updates, Terminal Services, audit policies, vulnerability assessment, firewall configuration, network access protection, encryption, data backup and recovery, disaster prevention, cluster services, network load balancing, DNS, DHCP, TCP/IP subnetting, Group Policy, VPN configuration, Terminal Services, Routing, Patch Management, operating system virtualization, and Hyper-V.

COURSES	CLOCK HOURS
KNWE 0680 Configuring Windows Clients	75
KNWE 0780 Maintaining Windows Clients	75
KNWE 0642 Network Infrastructure Intro	75
KNWE 0742 Network Infrastructure Implementation	75
KNWE 0640 Active Directory Admin	90
KNWE 0740 Active Directory Infrastructure	90
KNWE 0646 Server Admin 1	75
KNWE 0746 Server Admin 2	75
KWRK 0515 Job-seeking Skills	15
<b>TOTAL HOURS</b>	<b>645</b>

## NETWORK ENGINEER CERTIFICATE OF COMPLETION

Assistant Professor: Steven Fogg

Instructor: Doug Miller

Meadowbrook Campus; Rose Park Center

### PROGRAM DESCRIPTION

This training program can be used as a step to gaining valuable industry recognized certification titles including Microsoft Certified Technology Specialist (MCTS), Microsoft Certified IT Professional: Server Administrator (MCITP:SA), Microsoft Certified IT Professional: Enterprise Administrator (MCITP:EA), and Cisco Certified Network Associate (CCNA). Students learn through “hands-on” training using the latest Microsoft and Cisco course materials to plan, support, manage, and troubleshoot enterprise network environments.

A broad range of client, server, and network management topics are covered in this program including: Cisco router and switch configuration, SharePoint services, Web server management, SCCM 2007, file and print services, directory services, user and group account management, automation of tasks through scripts, remote management and administration, domain controller management, software distribution and updates, Terminal Services, audit policies, vulnerability assessment, firewall configuration, network access protection, encryption, data backup and recovery, disaster prevention, RAID configuration, cluster services, network load balancing, DNS, DHCP, TCP/IP subnetting, Group Policy, VPN configuration, Terminal Services, Routing, Patch Management, operating system virtualization, and Hyper-V.

### NETWORK ENGINEER STUDENTS WILL CHOOSE ONE OF THE TWO FOLLOWING TRACK OPTIONS TO TOTAL 855 CLOCK HOURS.

COURSES	CLOCK HOURS
<b>TRACK 1 MCITP:EA</b>	
KNWE 0680 Configuring Windows Clients	75
KNWE 0780 Maintaining Windows Clients	75
KNWE 0642 Network Infrastructure Intro	75
KNWE 0742 Network Infrastructure Implement	75
KNWE 0640 Active Directory Admin	90
KNWE 0740 Active Directory Infrastructure	90
KNWE 0643 Applications Infrastructure	70
KNWE 0743 Web Apps and Services	70
KNWE 0647 Enterprise Design 1	65
KNWE 0747 Enterprise Design 2	65
KNIT 0751 Routing and Switching I (CCNA)	90
KWRK 0515 Job-seeking Skills	15
<b>TOTAL HOURS FOR MCITP:EA TRACK</b>	<b>855</b>

### TRACK 2 MCITP:SA/CCNA

KNWE 0642 Network Infrastructure Intro	75
KNWE 0742 Network Infrastructure Implement	75
KNWE 0640 Active Directory Admin	90
KNWE 0740 Active Directory Infrastructure	90
KNWE 0646 Server Admin 1	75
KNWE 0746 Server Admin 2	75
KNI 0751 Routing and Switching I (CCNA)	90
KNIT 0756 Routing and Switching II (CCNA)	90
KNIT 0760 Routing and Switching III (CCNA)	90
KNIT 0765 Routing and Switching IV (CCNA)	90
KWRK 0515 Job-seeking Skills	15
<b>TOTAL HOURS FOR MCITP:SA/CCNA TRACK</b>	<b>855</b>

## NETWORK INFRASTRUCTURE TECHNICIAN (CCNA) CERTIFICATE OF COMPLETION

Instructor: Doug Miller

Rose Park Center

### PROGRAM DESCRIPTION

This program is designed to prepare students for entry-level career opportunities, continuing education, and completing globally recognized certifications (CCENT and CCNA) in order to support, install and maintain computer networking infrastructures. Students learn to install, configure, operate, and troubleshoot medium-sized router and switched networks, including implementation and verification of connections to remote sites in a WAN. The curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. This curriculum also includes (but is not limited to) the use of these networking protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs).

Studies around the world show a growing demand for information and communication technology (ICT) professionals and a critical shortage of qualified candidates to fill the positions. Innovations such as social networking, cloud computing, e-commerce, web conferencing, and desktop virtualization are changing the way we live, work, play, and learn, and these capabilities are all powered by networks. This program provides the experience needed to help meet the global demand for qualified ICT candidates to design, install, and manage these networks. Each course is supported by classroom instruction, online assessments, hands-on labs, and interactive learning tools to help students succeed.

COURSES	CLOCK HOURS
KOIS 0110 Beginning Keyboarding	20
KOIS 0180 Word Processing I	40
KWRK 0515 Job Seeking Skills	15
KACK 0150 Customer Service/Life Skills	60
KCMS 0136 Computer Components	75
KCMS 0140 Storage and Multimedia	75
KCMS 0151 Wired and Wireless	75
KCMS 0180 Software and Security	75
KNIT 0751 Routing and Switching I	90
KNIT 0756 Routing and Switching II	90
KNIT 0760 Routing and Switching III	90
KNIT 0765 Routing and Switching IV	90
<b>TOTAL CORE</b>	<b>745 HOURS</b>

### ELECTIVES: CHOOSE ONE OF THE TWO ELECTIVE TRACKS LISTED BELOW

#### ELECTIVE TRACK ONE

KCMS 0240 Intro to Networking Technology	75
KCMS 0250 Advanced Network Technology	75

## ELECTIVE TRACK TWO

KNIT 0780	Intro to Wireless Systems	75
KNIT 0785	Advanced Wireless Systems	75
<b>TOTAL PROGRAM HOURS</b>		<b>945</b>

## ELECTRONICS TECHNOLOGY

### ELECTROMECHANICAL ASSEMBLY TECHNICIAN

#### CERTIFICATE OF PROFICIENCY

**Associate Professor: Gilbert Ulibarri, Jr.**  
**Assistant Professor: Richard Hemingway**  
 Taylorsville Redwood Campus

Students learn to use the latest techniques and tools to ensure high reliability soldering in this multiple-part, hands-on program.

- The universal assembly and repair module covers all aspects of both single and double-sided through-hole circuit board technology, including: high reliability soldering; solder theory; assembly and rework techniques of wire connections; terminals; axial lead; DIPS; flat packs and multi-leaded components.
- The surface mount technology assembly and repair module stresses the safe installation and removal of surface mount components, chip, SOTs, MELF, SOICs, QFPs and PLCC, using the latest equipment and techniques.
- Upon satisfactory completion of this program, students will be able to make “accept” or “reject” decisions for the appropriate class/classes of electronic assembly production, based upon the acceptability requirements of the IPC-A-610D standard.
- The IPC-620-A course will train students in modern cabling and harnessing techniques and acceptability requirements of that standard. Students will prepare for the IPC 620 industry certification.
- The J-STD-001 course will prepare students to pass the IPC J-STD-001 exam which includes both written and practical elements.
- The Electromechanical Project Assembly course ties all of the program elements together resulting in a project with soldering, mechanical, cabling, safety, cleaning, and handling elements.

#### CAREER OPPORTUNITIES

Electromechanical assembly positions represent an entry level into the electronics industry. Graduates of this program are qualified as electromechanical assemblers in the manufacturing industry. Often engineering departments will use electromechanical assemblers to develop prototype equipment before production starts. Much of the manufacturing industry has either automated or transferred to foreign sites. Rework, however, is often the responsibility of electromechanical assemblers.

#### CERTIFICATION

Successful students could earn Certification in the following:

- IPC-A-610 D Worker Proficiency Training Certification
  - Salt Lake Community College certificates in Advanced Surface Mount Technology and Advanced Through-hole Soldering.
  - IPC-J-STD-001D Certification
  - IPC/WHMA-A-620 Certification
- (Certification costs are included in the cost of the program.)

## COURSES

			<b>CLOCK HOURS</b>
KELA	0172	IPC-A-610 Cert Specialist	36
KELA	0151	Universal Assembly and Repair	72
KELA	0161	Surface Mount Technology	72
KEMA	0167	IPC-J-STD-001D Cert	36
KEMA	0168	IPC/WHMA-A-620 Cert	64
KEMA	0180	Electromechanical Project	70
KWRK	0515	Job-seeking Skills	15
<b>TOTAL HOURS</b>			<b>365</b>

### ELECTRONICS ASSEMBLY TECHNICIAN CERTIFICATE OF PROFICIENCY

**Associate Professor: Gilbert Ulibarri, Jr.**  
**Assistant Professor: Richard Hemingway**  
 Taylorsville Redwood Campus

Students learn to use the latest techniques and tools to ensure high reliability soldering in this two part, in-depth, hands-on program. The universal assembly and repair module covers all aspects of both single and double-sided through-hole circuit board technology, including: high reliability soldering; solder theory; assembly and rework techniques of wire connections; terminals; axial lead; DIPS; flatpacks and multi-leaded components. The surface mount technology assembly and repair module stresses the safe installation and removal of surface mount components, chip, SOTs, MELF, SOICs, QFPs and PLCC, using the latest equipment and techniques. Upon satisfactory completion of this program, students will be able to make “accept” or “reject” decisions for the appropriate class/classes of electronic assembly production, based upon the acceptability requirements of the IPC-A-610D.

#### CERTIFICATION

Successful students may be certified in the following areas:

- IPC-A-610 D Worker Proficiency Training Certification
- PACE Advanced Surface Mount Technology and Advanced Through-hole Soldering

(Certification costs are included in the cost of the program.)

## COURSES

			<b>CLOCK HOURS</b>
KELA	0172	IPC-A-610D Cert IPC Specialist	36
KELA	0151	Universal Assembly and Repair	72
KELA	0161	Surface Mount Technology	72
KWRK	0515	Job-seeking Skills	15
<b>TOTAL HOURS</b>			<b>195</b>

### ELECTRONICS COMMUNICATION TECHNICIAN CERTIFICATE OF COMPLETION

**Associate Professor: Gilbert Ulibarri, Jr.**  
**Assistant Professor: Richard Hemingway**  
 Taylorsville Redwood Campus

#### PROGRAM DESCRIPTION

This program provides a solid foundation for students desiring to enter the electronics communications technician field. The program includes the core electronics curriculum covers the basic theory, laws, and circuits, ad fundamentals of AC/DC, solid-state and digital electronics. The student will then learn communications theory including Radio Frequency, digital wireless, fiber optics, microwave, and antennas, as well as learn how to use various test equipment.

## COURSES

			<b>CLOCK HOURS</b>
KELA	0190	Basic Assembly and Soldering	24
KET2	0128	Electronics Math I	72
KET2	0129	Electronics Math II	72
KET2	0135	DC Fundamentals	72
KET2	0136	DC Circuits	72
KET2	0140	AC Fundamentals	72
KET2	0148	A C Circuits	72

KET2	0158	Analog I – Analog Devices	96
KET2	0159	Analog II – Circuits and Applications	96
KET2	0168	Digital Fundamentals	96
KET2	0169	Digital Circuits and Applications	96
KET2	0242	Tech Certification	42
KECT	0120	RF Communications	96
KECT	0130	Transmit Lines/Antennas/Towers	48
KECT	0140	Microwaves	72
<b>TOTAL HOURS</b>			<b>1305</b>

## ELECTRONICS ENGINEERING TECHNICIAN CERTIFICATE OF COMPLETION

Associate Professor: Gilbert Ulibarri, Jr.

Assistant Professor: Richard Hemingway  
Taylorsville Redwood Campus

### PROGRAM DESCRIPTION

This program provides a solid foundation for students desiring to enter the electronics engineering technician field. The program covers the basic theory, laws, and circuits, and fundamentals of AC/DC, solid-state and digital electronics. Students learn how to use various test equipment and the program covers electronic components, how they function, and how to test devices. Introduction modules of troubleshooting techniques, schematic symbols and diagrams are used to enable students to learn the skills required. Students learn the skills required of an electronic engineering technician including microprocessors, embedded controllers, (including software), schematic capture and circuit simulation, and printed circuit board design using software.

<b>COURSES</b>	<b>CLOCK HOURS</b>		
KET2	0128	Electronics Math I	72
KET2	0129	Electronics Math II	72
KET2	0135	DC Fundamentals	72
KET2	0136	DC Circuits	72
KET2	0147	AC Fundamentals	72
KET2	0148	A C Circuits	72
KET2	0158	Analog 1 – Analog Devices	96
KET2	0159	Analog 2– Circuits & Applications	96
KET2	0168	Digital Fundamentals	96
KET2	0169	Digital Circuits and Applications	96
KET2	0242	Tech Certification	42
KET2	0171	Microprocessors	96
KET2	0172	Embedded Controllers	96
KEET	0400	Schematic Capture and Simulation	72
KEET	0500	Printed Circuit Board Design	72
KWRK	0515	Job-seeking Skills	15
<b>TOTAL HOURS</b>			<b>1207</b>

## ELECTRONICS TECHNICIAN CERTIFICATE OF COMPLETION

Associate Professor: Gilbert Ulibarri, Jr.

Assistant Professor: Richard Hemingway  
Taylorsville Redwood Campus

This program provides a solid foundation for students desiring to enter the electronics technician field. The program covers the basic theory, laws, circuits and fundamentals of AC/DC; solid-state and digital electronics. Students learn modern assembly and soldering techniques, such as surface-mount and ceramic-soldering techniques, through-hole (single side and plated through-hole), cable and harness assembly, and J-Std assembly such as surface mount and ceramic soldering techniques. The student will learn how to use various modern test equipment for trouble-shooting and repair of electronic circuits, and will learn modern circuit simulation techniques. The course covers electronic components, how they function and how to test devices. Students learn the skills required of an electronic technician to understand, maintain, troubleshoot and repair modern electronic equipment.

### CAREER GROWTH POTENTIAL

The types of careers available to graduates of a technical program in electronics are plentiful. The Occupational Outlook Handbook predicts moderate growth in the field of electronics.

A technician with a strong background in electronics is a very valuable commodity in today's workplace and will be in even more demand in the future.

### CERTIFICATION

Successful students may be certified in the following areas: Salt Lake Community College Surface Mount Technology and Advanced Through-Hole Soldering, IPC-A-610D Worker Proficiency Training Certification, and the International Society of Electronics Technician (ISCET) Certification FCC General Radio/Telephone Operator License preparation, and IPC-STD-001D Assembly Certification and IPC/WHMA-A-620 Cable and Harness Industry Certification..

<b>COURSES</b>	<b>CLOCK HOURS</b>		
KET2	0100	Basic Computer Literacy	16
KELA	0172	IPC-A-610D Cert IPC Specialist	36
KELA	0151	Universal Assembly and Repair	72
KELA	0161	Surface Mount Technology	72
KET2	0128	Electronics Math I	72
KET2	0129	Electronics Math II	72
KET2	0135	DC Fundamentals	72
KET2	0136	DC Circuits	72
KET2	0147	AC Fundamentals	72
KET2	0148	AC Circuits	72
KET2	0158	Analog 1 – Analog Devices	96
KET2	0159	Analog 2 – Circuits & Applications	96
KET2	0168	Digital Fundamentals	96
KET2	0169	Digital Circuits & Applications	96
KET2	0242	Technician Certification	42
KWRK	0515	Job-seeking Skills	15

### ELECTIVES, COMPLETE ONE 96-HOUR ELECTIVE OR KEMA 0167 AND KEMA 0168 TOGETHER

KET2	0220	Cooperative Externship	96
KEMA	0167	IPC J-STD 001D Certification	36
KEMA	0168	IPC/WHMA-A-620 Certification	64
KET2	0171	Microprocessor	96
KET2	0172	Embedded Controllers	96
KET2	0173	Troubleshooting	96
<b>TOTAL HOURS</b>			<b>1165</b>

## HEALTH CARE TECHNOLOGY

### CERTIFIED NURSING ASSISTANT CERTIFICATE OF PROFICIENCY

Professor: Marilyn Little

Meadowbrook Campus

### PROGRAM DESCRIPTION

This program is designed to provide students with the skills necessary to meet the state of Utah nursing assistant certification requirements. Students completing the program will learn the responsibilities of a Certified Nursing Assistant to provide for the physical, physiological, and psychological needs of the patient within a hospital or long-term facility. The curriculum includes an overall introduction to human relations, anatomy, physiology, and bacteriology, as well as consideration of body mechanics, disease processes, and therapeutic approaches used to arrest or contain them. Universal precautions are taught throughout the program and emphasis is placed on the need to protect the patient, as well as the nursing assistant.

### PREREQUISITES

- Immunizations (MMR, Hepatitis B, current TB test)
- Tetanus shot within the past 10 years
- Utah Bureau of Criminal Identification personal criminal background check. Students will be required to submit a copy of their personal Utah criminal history prior to enroll-

ing in the program. Forms may be obtained at the Utah Bureau of Criminal Identification, 3888 West 5400 South, Salt Lake City, UT 84114-8280 or online at <http://bci.utah.gov>. For more information, call (801) 965-4445. Cost to student: \$10. Student with a history of a misdemeanor or felony involving moral turpitude may not be eligible for state certification and/or employment. Specific questions should be directed to the Utah Department of Occupational and Professional Licensing (801) 530-6628.

## CERTIFICATION TESTING

There are two state certification tests: a written test and a basic skills (hands-on demonstration) test. Both tests must be passed before a student can be certified. If a student does not pass one or both tests, he/she must pay for the retest. The KCNA 0020 Skills Lab Refresher course was developed for students who feel they need a brush-up class to help to improve their hands-on skills before taking the State basic skills test.

Upon application to take these tests, the applicant's name is entered into the DOPL Registry. The Registry reports any substantiated allegation of resident neglect, abuse or misappropriation of patient's property. For more information, ask an admissions advisor for a copy of the form.

## NUTRITION ASSISTANT

Students may also wish to enroll in the 20-hour KNNA 0100 Nutrition Assistant stand alone course to become certified to help with patient needs at mealtimes in a long-term or rehabilitation care facility.

COURSES	CLOCK HOURS
KCNA 0100 Patient Care, Theory	74
KCNA 0110 Skills Lab	20
KCNA 0010 CPR for Health Care Pros	4
KCNA 0120 Patient Care, Long-Term Clinical	16
KCNA 0140 Patient Care, Acute Care Clinic	12
<b>TOTAL HOURS</b>	<b>126</b>

## CLINICAL MEDICAL ASSISTING CERTIFICATE OF COMPLETION

Instructors: Julia Miller, Celeste Skinner  
Highland Center, Rose Park Center

### PROGRAM DESCRIPTION

This non-credit option provides a flexible-entry competency-based option for students who wish to work as a clinical medical assistant. Clinical Medical Assistants perform routine administrative and clinical tasks in clinics, doctor's offices and occasionally hospitals. The medical assistant must be trained in clinical skills, medical law and ethics, asepsis and general communication. Administrative duties include answering the telephone, scheduling appointments, basic insurance coding, basic finance, banking, and written correspondence. Clinical duties may include taking medical histories, obtaining vital signs, performing venipuncture, medical office laboratory procedures such as urinalysis, hematology and serology tests, ECG, injections explaining procedures, preparing patients for examinations and assisting the physician during the exams. Accreditation through the CAAHEP (Commission on Accreditation of Allied Health Education Programs) is pending. Until accreditation is secured, employment opportunities at some locations or articulating to courses awarding college credit or a credit Certificate of Completion program may be limited.

### PREREQUISITES

Students are required to provide the following:

- Utah Bureau of Criminal Investigations (BCI) personal criminal background check prior to enrollment

- Immunizations: (prior to enrolling)
  - Hepatitis B Series (started)
  - MMR or Titer
  - PPD – Tuberculosis (TB) Mantoux Test or X-Ray
  - Varicella (Chickenpox) (or verification of disease)
  - TDaP (Tetanus, Diphtheria, Pertussis) (within past 10 years)
- Drug Screen (SAM-5) prior to externship

### COURSES

COURSES	CLOCK HOURS
KBA1 0001 Keyboarding Basics	20
KBA1 0102 Computer Concepts	30
KCMA 0010 Intro Clinical Med. Assist.	20
KCMA 0020 Med. Asep. & Govt. Reg.	20
KCMA 0030 Law/Ethics – Med. Environ	20
KCMA 0040 Psych. & Patient Com.	20
KCMA 0060 Med Office Com	25
KCMA 0070 Tracking Patient Records	20
KCMA 0080 Vital Signs/CPR/First Aid	20
KCMA 0090 Phlebotomy	35
KCMA 0100 Intro to Clinical Lab	20
KCMA 0120 Hematology/Serology	20
KCMA 0130 Microbiology/Urinalysis	20
KCMA 0140 Cardiology Pro w/ECG	30
KCMA 0160 Intro to Insurance Proc.	20
KCMA 0170 Financial Proc./Sched.	20
KCMA 0180 Intro to Assisting w/Exams	20
KCMA 0190 Intro to Pharmacology	30
KCMA 0200 Assist w/Office Proc.	220
KCMA 0220 Therapeutic & Rehab.	20
KCMA 0420 Final Review & Cert Prep	10
KWRK 0400 Workplace Relations	60
KWRK 0515 Job-Seeking Skills	15
KCMA 0430 Med Assisting Externship	165
<b>TOTAL PROGRAM HOURS</b>	<b>900</b>

## ECG TECHNICIAN CERTIFICATE OF PROFICIENCY

Instructors: Julia Miller, Celeste Skinner  
Highland Center, Rose Park Center

### PROGRAM DESCRIPTION

ECG Technicians specialize in conducting ECG tests on patients. ECG stands for 'electrocardiogram'. The electrocardiogram is a graphic recording of the electrical activity of the heart used in the investigation of heart disease. ECG technicians work in clinics, doctor's offices, and hospitals taking medical histories and recording vital signs, explaining procedures, preparing patients for procedures, and assisting physicians during ECG tests. ECG technician prepare and perform basic tests, dispose of contaminated supplies and may sterilize medical instruments.

### PREREQUISITES

Students are required to provide the following immunizations prior to enrollment:

- Hepatitis B Series (started)
- MMR or Titer
- PPD – Tuberculosis (TB) Mantoux Test or X-Ray
- Varicella (Chickenpox) (or verification of disease)
- TDaP (Tetanus, Diphtheria, Pertussis) (within past 10 years)

Although not required for enrollment, many employers require background checks and drug testing prior to employment.

### COURSES

COURSES	CLOCK HOURS
KBA1 0001 Basic Keyboarding	30
KBA1 0102 Basic Comp Skills-Prof	30
KCMA 0010 Intro Clinical Medical Assisting	20
KCMA 0020 Medical Asepsis and Government Regulations	20

KCMA 0030	Law & Ethics in the Medical Environment	20
KCMA 0040	Psychology and Patient Communication	20
KCMA 0060	Medical Office Communications	25
KCMA 0070	Tracking Patient Records	20
KCMA 0080	Vital Signs/CPR/First Aid	20
KCMA 0090	Phlebotomy	35
KCMA 0100	Intro to Clinical Lab	20
KCMA 0120	Hematology/Serology	20
KCMA 0130	Microbiology/Urinalysis	20
KCMA 0140	Cardiology Procedures with ECG	30
KWRK 0515	Job-Seeking Skills	15
<b>TOTAL PROGRAM HOURS</b>		<b>335 HOURS</b>

## HEALTH INFORMATION SPECIALIST CERTIFICATE OF COMPLETION

**Professors:** DeeAnn Jensen, CPC, CCS-P; Jeanne Noble  
**Associate Professors:** Karl Jorgensen, Sally Williams, CPC  
**Assistant Professor:** Vonadean McFarland  
**Instructor:** Diego Pardo; Carolyn Perry, CPC  
**Highland Center, Rose Park Center, South City Campus**

### PROGRAM DESCRIPTION

This program prepares students to work in the medical records offices of hospitals, larger medical clinics, doctors' offices, and insurance companies. It provides basic clerical training in computer concepts, Windows, Internet, e-mail, medical filing, keyboarding, word processing, ten-key, medical terminology, medical accounting/patient scheduling, and ICD-9 coding. Special emphasis is placed on customer service and life skills training. This curriculum includes a 120-hour cooperative externship at a medical facility in the medical records department.

<b>COURSES</b>		<b>CLOCK HOURS</b>
KAOS 0110	Beginning Keyboarding	20
KAOS 0120	Keyboard Skill Building I	60
KAOS 0130	Keyboard Skill Building II	40
KAOS 0140	Ten-Key I	30
KAOS 0170	Computer Concepts	30
KAOS 0180	Word Processing I	40
KAOS 0210	Business Communications I	35
KAOS 0250	Customer Service Life Skills	60
KMCB 0110	Medical Filing	15
KMCB 0120	Medical Terminology	30
KMCB 0140	Medical Office Software	70
KMCB 0150	ICD-9 Coding	30
KMCB 0240	Cooperative Externship II	120
KMCB 0250	Medical Office Procedures	40
KWRK 0515	Job-Seeking Skills	15
<b>TOTAL PROGRAM HOURS</b>		<b>635 HOURS</b>

## HEALTH UNIT CLERK/COORDINATOR CERTIFICATE OF PROFICIENCY

**Instructors:** Juliann Olsen; JaNae Doonan; Paul Hollingshaus  
**South City Campus**

This program prepares students to work at nursing stations in a hospital or in other medical office situations which deal with patient care records. Students learn to transcribe doctors' orders using basic knowledge of anatomy, physiology, medical terminology and abbreviations. Keyboarding skills, use of the computer, and communication skills are included in the program. Students learn on a computer simulation program to order daily diets, laboratory tests and other diagnostic tests; order medication; maintain and organize patient charts; and perform non-clinical tasks for patient admission, transfer, discharge, preoperative and postoperative procedures. Students learn how to maintain the nursing unit supplies; communicate effectively with patients, visitors and professional health care teams; and operate the nursing unit communications systems (i.e., computer terminal, telephone, intercom, pagers).

### SPECIAL REQUIREMENTS

Although not required for enrollment, most employers require a high school diploma or GED before employment.

### COOPERATIVE EXTERNSHIP

During the cooperative externship, students are given the opportunity to practice these skills at area hospitals.

### CERTIFICATION

Although not required for successful completion of the program, students will receive instruction that prepares them to take the National Association of Health Unit Clerk/Coordinators certification test.

### COURSE C LOCK HOURS

KCSR 0110	Beginning Keyboarding	12
KCSR 0140	Computer Concepts/Windows	35
KHUC 0190	Health Unit Coordinating	60
KHUC 0210	Cooperative Externship	78
KCSR 0290	Employment Workshop	15
<b>TOTAL HOURS</b>		<b>200</b>

## MEDICAL CODING & BILLING CERTIFICATE OF COMPLETION

**Professors:** DeeAnn Jensen, CPC, CCS-P; Jeanne Noble  
**Associate Professors:** Karl Jorgensen, Sally Williams, CPC  
**Assistant Professor:** Vonadean McFarland  
**Instructor:** Carolyn Perry, CPC  
**Highland Center, South City Campus**

### PROGRAM DESCRIPTION

This program prepares students to work in the outpatient medical coding areas of hospitals, larger medical clinics, and doctors' offices. It provides basic clerical training in computer concepts, Internet, e-mail, keyboarding/skill building, word processing, ten-key, medical filing, medical terminology, insurance billing, medical accounting/patient scheduling software, outpatient coding, and spreadsheets. Emphasis is placed on customer service and life skills.

<b>COURSES</b>		<b>CLOCK HOURS</b>
KAOS 0110	Beginning Keyboarding	20
KAOS 0120	Keyboard Skill Building I	60
KAOS 0150	Ten-Key II	30
KAOS 0170	Computer Concepts	30
KAOS 0180	Word Processing I	40
KAOS 0210	Business Communications I	35
KAOS 0220	Business Communication II	15
KAOS 0250	Customer Service Life Skills	60
KACT 0110	Spreadsheets I	35
KMCB 0110	Medical Filing	15
KMCB 0120	Medical Terminology	30
KMCB 0130	Anatomy	40
KMCB 0140	Medical Office Software	70
KMCB 0150	ICD-9 Coding	30
KMCB 0190	Advanced Medical Coding	120
KMCB 0210	Cooperative Externship I	80
KMCB 0220	Medical Insurance/Pharmacology	40
KMCB 0515	Job-Seeking Skills	15
<b>TOTAL PROGRAM HOURS</b>		<b>765</b>

## MEDICAL OFFICE ADMINISTRATION CERTIFICATE OF COMPLETION

**Instructors:** Julia Miller; Celeste Skinner  
**Highland Center, Rose Park Center**

### PROGRAM DESCRIPTION

The Medical Office Administration program prepares student to work in many different businesses in the health care industry including doctor's offices, clinics and hospitals. Medical office administrative assistants help with many business functions such as storing, retrieving and integrating information for staff and patients. Assisting with patient intakes, basic accounting and in-

insurance filing, general record keeping and file maintenance along with other front office tasks.

## PREREQUISITES

Students are required to provide the following:

- Utah Bureau of Criminal Investigations (BCI) personal criminal background check prior to enrollment
- Immunizations: (prior to enrolling)
  - Hepatitis B Series (started)
  - MMR or Titer
  - PPD – Tuberculosis (TB) Mantoux Test or X-Ray
  - Varicella (Chickenpox) (or verification of disease)
  - Tdap (Tetanus, Diphtheria, Pertussis) (within past 10 years)
- Drug Screen (SAM-5) prior to externship

COURSES	CLOCK HOURS
KBA1 0010 Keyboarding I	60
KBA1 0110 Computer Literacy	90
KBA1 0130 Word Processing App. I	90
KBA1 0510 Business English	90
KBA1 0520 Business Correspondence	90
KMTH 0010 Math I	60
KBA1 0140 Spreadsheet App. I	60
KBA1 0150 Database App. I	60
KMOA 0120 Medical Law & Ethics	60
KMOA 0130 Psychology for Healthcare	30
KMOA 0110 Medical Terminology	60
KMOA 0140 Anatomy & Physiology	120
KMOA 0150 Med Office Procedures I	90
KMOA 0151 Med Office Procedures II	60
KMOA 0152 Med Office Procedures III	120
KMOA 0153 Comp. Medical Office	60
KMOA 0100 First Aid /CPR	30
KWRK 0400 Workplace Relations	60
KWRK 0500 Job Seeking Skills	15
<b>TOTAL CORE HOURS</b>	<b>1305</b>

## ELECTIVES: 210 HOURS REQUIRED

KBA1 0150 Database Applications II	60
KBA2 0010 Keyboarding II	30
KBA2 0020 Keyboarding III	30
KBA2 0140 Spreadsheet App. II	60
KBA2 0130 Word Processing App. II	90
KMOA 0140 Medical Terminology II	30
KMOA 0100 Fund. Of Human Disease	30
KMOA 0160 Basic Vital Signs	30
KMOA 0210 Med. Office Externship	90

## MEDICAL OFFICE LABORATORY TECHNICIAN CERTIFICATE OF COMPLETION

Instructors: Julia Miller; Celeste Skinner  
Highland Center, Rose Park Center

### PROGRAM DESCRIPTION

Medical Office Laboratory Technicians specialize in conducting medical tests on specimens and samples. Lab technicians work in clinics, doctor's offices, and hospitals performing various laboratory and clinical tasks. Clinical tasks may include taking medical histories and recording vital signs, explaining procedures, preparing patients for procedures, and assisting physicians during blood draws and sample collections. Laboratory tasks may include preparing and analyzing specimens, performing basic tests, disposing of contaminated supplies and sterilizing medical instruments.

### PREREQUISITES

Students are required to provide the following immunizations prior to enrollment:

- Hepatitis B Series (started)
- MMR or Titer
- PPD – Tuberculosis (TB) Mantoux Test or X-Ray
- Varicella (Chickenpox) (or verification of disease)
- Tdap (Tetanus, Diphtheria, Pertussis) (within past 10 years)

Although not required for enrollment, many employers require background checks and drug testing prior to employment.

COURSES	CLOCK HOURS
KBA1 0010 Keyboarding Basics	30
KBA1 0102 Basic Comp Skills-Prof	30
KCMA 0010 Intro Clinical Medical Assisting	20
KCMA 0020 Medical Asepsis and Government Regulations	20
KCMA 0030 Law & Ethics in the Medical Environment	20
KCMA 0040 Psychology and Patient Communication	20
KCMA 0061 Medical Office Communications	25
KCMA 0070 Tracking Patient Records	20
KCMA 0080 Vital Signs/CPR/First Aid	20
KCMA 0091 Phlebotomy	35
KCMA 0100 Intro to Clinical Lab	20
KCMA 0120 Hematology/Serology	20
KCMA 0130 Microbiology/Urinalysis	20
KWRK 0515 Job-seeking Skills	15
<b>TOTAL HOURS</b>	<b>315</b>

## PHARMACY TECHNICIAN CERTIFICATE OF PROFICIENCY

Instructor: Edgar Cortez  
Highland Center

### PROGRAM DESCRIPTION

This program will prepare you to become a Licensed and Certified Pharmacy Technician (CPhT). A CPhT performs routine tasks under the supervision of a pharmacist. They count tablets, label bottles, verify patient's profiles, and affix the correct label and auxiliary labels. Pharmacy Technician also may provide basic over-the-counter (OTC) counseling, prepare insurance claim forms, and stock and take inventory of the prescriptions and over-the-counter medications. They also may mix medications in unmanufactured strengths, assemble a 24-hour supply of medicine for hospital patients and package and label hospital doses separately. History Department provides a wide variety of courses that range from general surveys to specialized topics. The program goes far beyond an emphasis on coverage and content; each module deals directly and indirectly with the pharmacy program i.e., the practice of interpretation and narration based on the systematic analysis of evidence. Additionally, all regular section offerings with the open-entry-open-exit Education designation. This means that this program is also a vehicle for students to broaden their perspectives and deepen their understandings of the pharmacy profession.

### PREREQUISITES

Students must be 18 years upon enrollment. A High School Diploma or equivalent is required by employers. Although not required for enrollment, many employers require background checks and drug testing prior to employment.

COURSES	CLOCK HOURS
KPHT 0109 Pharmacy Technician Classes	140
KPHT 0107 Pharmacy Clinical/Externship	180
KWRK 0400 Workplace Relation	60
KWRK 0515 Job Seeking Skills	15
<b>TOTAL HOURS</b>	<b>395</b>

## PHLEBOTOMY TECHNICIAN CERTIFICATE OF PROFICIENCY

Instructors: Julia Miller, Celeste Skinner  
Highland Center, Rose Park Center

### PROGRAM DESCRIPTION

Phlebotomy is the drawing of blood for transfusion, diagnosis or experiment, especially in the treatment of sickness or disease. Phlebotomists work in clinics, doctor's offices, hospitals and laboratories performing routine tasks revolving around the drawing of blood. A phlebotomist may be responsible for taking medical histories, vital signs, explaining procedures, obtaining blood samples, preparing the blood sample for testing, disposing of contaminated supplies and perhaps sterilizing reusable items.

### PREREQUISITES

Students may be 16 years old at the time of enrollment; they must be 18 years old when they start their externship and 18 years old to apply for occupational licensure. Although not required for enrollment, many employers require background checks and drug testing prior to employment. Students are required to provide the following immunizations prior to enrollment:

- Hepatitis B Series (started)
- MMR or Titer
- PPD – Tuberculosis (TB) Mantoux Test or X-Ray
- Varicella (Chickenpox) (or verification of disease)
- TDaP (Tetanus, Diphtheria, Pertussis) (within past 10 years)

COURSES	CLOCK HOURS
KBA1 0001 Keyboarding Basics	30
KBA1 0102 Basic Computer Skills	30
KCMA 0010 Intro Clinical Medical Assisting	20
KCMA 0020 Med. Asep. & Govt. Reg.	20
KCMA 0030 Law & Ethics in the Med. Off.	20
KCMA 0040 Psych. & Patient Records	20
KCMA 0061 Med. Office Com.	25
KCMA 0070 Tracking Patient Records	20
KCMA 0080 Vital Signs/CPR/First Aid	20
KCMA 0091 Phlebotomy	35
KWRK 0515 Job Seeking Skills	15
<b>TOTAL PROGRAM HOURS</b>	<b>255</b>

## MANUFACTURING TECHNOLOGY

### MACHINIST<sup>CTE</sup> CERTIFICATE OF COMPLETION

Taylorsville Redwood Campus

Machinists have been identified as one of Utah's Five Star occupations by the Utah Department of Workforce Services (DWS). This means that there is a labor shortage in this area and that the wages are higher than average. The need for replacements, rather than growth in numbers, is projected to make up the majority of job opening for this occupation. The occupational description of a machinist is an individual able to set up and operate a variety of machine tools to produce precision parts and instruments. Included are precision instrument makers who fabricate, modify, or repair mechanical instruments. Employment may also include fabricating and modifying parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.

The Machinist program is competency-based. This means that students will learn through hands-on practice the skills needed for entry-level employment. Students will begin the program by

learning the safety requirements needed on the job. Instruction will continue with applied math and blue print reading. Students will learn to operate lathes, mills, and grinders, all the while learning to assess the quality of the projects they produce.

COURSE	CLOCK HOURS
KMAT 0100 Shop Safety	5
KMAT 0150 Work Ethics	5
KMAT 0205 Machine Tools	20
KMAT 0305 Shop Math	30
KMAT 0355 Blue Print Reading	30
KMAT 0405 Metals	30
KMAT 0500 Lathe	100
KMAT 0600 Milling	100
KMAT 0705 Grinding	20
KMAT 0805 Quality Assurance	20
KMAT 0290 Employment Workshop	0-10
<b>PROGRAM TOTAL</b>	<b>360</b>

### WELDING<sup>CTE</sup> CERTIFICATE OF COMPLETION

Instructor: Robert Udy  
Taylorsville Redwood Campus

Students enrolled in this program are provided with opportunities to learn entry-level-job skills in the welding processes most commonly used in today's industries. Instruction and practice are provided in oxy-acetylene, shielded-metal-arc, gas-metal-arc, flux-cored-arc and gas-tungsten-arc welding. Theory and applications of these processes are also taught, encompassing both ferrous and non-ferrous metals. Safety and safe practices are emphasized throughout the program. Additional instruction is provided in mathematics for welding and blueprint reading. Students will have the opportunity to learn techniques for welder performance qualifications and certification testing. Thermal cutting and gouging techniques using oxy-fuel, plasma-arc and air-arc processes are also covered.

Enrollment is also available for students with specific interests. For example, students may wish to improve their job skills by upgrading their competencies in specific welding processes or application or prepare for AWS, ASME, API performance certifications. For these types of activities, students may meet with an instructor to determine the number of scheduled hours needed before enrolling.

### SPECIAL REQUIREMENTS

Prospective students should have good eyesight (corrected vision is satisfactory), finger dexterity, good eye-hand coordination, and be in good physical condition (able to lift 50 lbs. minimum.)

COURSE	CLOCK HOURS
KWLD 0115 Intro to Welding and Lab Safety	10
KWLD 0125 Oxy-acetylene (OAW)	100
KWLD 0135 Shielded Metal Arc (SMAW)	360
KWLD 0145 Gas Metal Arc (GMAW)	160
KWLD 0165 Blueprint Reading for Welders	100
KWLD 0170 Flux Cored Arc (FCAW)	170
KWLD 0180 Gas Tungsten Arc (GTAW)	140
KWLD 0190 Math for Welders	100
KWLD 0290 Employment Workshop	0-10
<b>TOTAL HOURS</b>	<b>1140</b>

### WELDING, FOCUSED CERTIFICATE

Taylorsville Redwood Campus

### PROGRAM DESCRIPTION

Each course in this program is a basic introduction to welding skills in different welding processes. Students learn basic hands-on welding skills and are given an introduction to various weld-

ing applications, equipment and blueprint reading. It prepares students for entry-level employment with companies who are willing to train employees to be proficient after employment. Those who wish to become more proficient in a variety of welding procedures should choose the longer Welding Certificate of Completion program.

COURSES	CLOCK HOURS
KWEL 0017 Introduction and Safety	15
KWEL 0027 Shielded Metal Arc Weld	30
KWEL 0037 Gas Metal Arc Welding	35
KWEL 0047 Flux Cored Arc Welding	35
KWEL 0057 Gas Tungsten Arc Welding	20
KWEL 0067 Oxy-Acetylene Welding	20
KWEL 0077 Welding Blueprint Reading	15
KWRK 0515 Job-seeking Skills	15
<b>TOTAL HOURS</b>	<b>180</b>

## MEDIA & WEB DESIGN TECHNOLOGY

### GRAPHIC DESIGNER CERTIFICATE OF COMPLETION

Instructor: Kelly Albers  
South City Campus

#### PROGRAM DESCRIPTION

In the Graphic Designer program students learn to communicate with employees, customer, and other businesses through printed material, websites, electronic presentations, videos and other related media. This program is designed to provide the student with a thorough understanding of the skills and visual literacy needed for employment in the graphic design media industry. The courses will cover visual language, composition, typography, photography, color, and graphic communication. The Graphic Designer program provides comprehensive training in software applications and skills to prepare students for employment requiring design responsibilities in a variety of organizational settings.

COURSES	CLOCK HOURS
KMDT 0020 Graphic Design Applications	90
KMDT 0030 Design Principles	90
KMDT 0310 Image Editing	90
KMDT 0040 Computer Illustration	90
KMDT 0320 Desktop Publishing Applications	90
KMDT 0171 Electronic Portfolio	90
KWRK 0515 Job-seeking Skills	15

#### ELECTIVE: CHOOSE AT LEAST 90 HOURS

KBA1 0110 Computer Literacy	90
KMDT 0140 Web Design Animation	90
KMDT 0010 Media Design Introduction	90
KMDT 0300 Desktop Publishing Fund	90
<b>TOTAL PROGRAM HOURS</b>	<b>645</b>

### MEDIA DESIGN TECHNOLOGY CERTIFICATE OF COMPLETION

Instructor: Kelly Albers  
South City Campus

#### PROGRAM DESCRIPTION

The Media Design Technology program prepares students for entry level employment in the Media Technology field by demonstrating theory, communication, and fundamental skills necessary to become employed in the Media industry, and mastery of job-seeking skills. The Media Design Technology program instructs students on how businesses communicate with employ-

ees, customers, and other businesses through printed material, websites, electronic presentations, videos, and other related media. Students will learn how to use leading computer applications to prepare these messages. The program also teaches the theory and fundamentals of developing effective communication pieces in each media format. Students can choose to focus on one or more disciplines or learn skills in several different multimedia fields in preparation for employment.

COURSES	CLOCK HOURS
KMDT 0010 Media Design Introduction	90
KMDT 1020 Graphic Design Applications	90
KMDT 0031 Design Principles	90
KMDT 0310 Image Editing	90
KMDT 0101 Design & Internet Tech	90
KMTH 0010 Math I	60
KWRK 0400 Workplace Relations	60
KWRK 0515 Job-seeking Skills	15

#### CHOOSE AT LEAST 690 HOURS

KBA1 0110 Computer Literacy	90
KMDT 0040 Computer Illustration	90
KMDT 0050 Media Ethics and Law	30
KMDT 0111 Web Design Fundamentals	120
KMDT 0120 Web Design Authoring	120
KMDT 1140 Web Design Animation	90
KMDT 0171 Electronic Portfolio	90
KMDT 0205 Interactive Media Scripting	90
KMDT 0210 Web Developer Final Project	90
KMDT 0220 Web Programming Introduction	90
KMDT 0230 Web Applications Scripting I	120
KMDT 1240 Web Applications Scripting II	120
KMDT 0300 Desktop Publishing Fundamentals	90
KMDT 0320 Desktop Publishing Applications	90
KMDT 0520 Video Production I	90
KMDT 0530 Video Production II	90
<b>TOTAL HOURS:</b>	<b>1,275</b>

### WEB PROGRAMMER CERTIFICATE OF COMPLETION

Instructor: Kelly Albers  
South City Campus

#### PROGRAM DESCRIPTION

The Web Programmer program covers basic and advanced scripting and programming skills needed to create web sites and applications that are dynamic, data-driven, and interactive. The courses include techniques to build web sites that ensure functionality, security, and ease of use. Instruction includes debugging, validating, cookies, sessions, server and client-side issues. The Web Programmer certificate is designed to provide the student with comprehensive training in scripting, software applications, and skills to prepare the student for employment doing web programming tasks in a variety of organizational settings.

COURSES	CLOCK HOURS
KMDT 0311 Image Editing	90
KMDT 0111 Web Design Fundamentals	120
KMDT 0140 Web Design Animation	90
KMDT 0205 Interactive Media Scripting	90
KMDT 0240 Web App Scripting II	120
KMDT 0171 Electronic Portfolio	90
KWRK 0515 Job-seeking Skills	15

#### CHOOSE AT LEAST 120 HOURS

KBA1 0110 Computer Literacy	90
KMDT 0100 Design & Internet Tech	90
KMDT 0120 Web Design Authoring	120
KMDT 0220 Web Programming Intro	90
KMDT 0010 Media Design Introduction	90
<b>TOTAL HOURS:</b>	<b>735</b>

## WEB SITE DESIGNER CERTIFICATE OF COMPLETION

Instructor: Kelly Albers  
South City Campus

### PROGRAM DESCRIPTION

The Web Site Designer program is designed to provide the student with the necessary skills to design, create, and publish dynamic interactive web sites using the latest industry standard web design authoring software. The courses in this program will provide the student with skills to produce professional user-friendly web sites that incorporate efficiency of design, and ease of maintenance. The Web Site Designer program also provides comprehensive training in software applications and skills to prepare the student for employment doing web design tasks in a variety of organizational settings.

COURSES	CLOCK HOURS
KMDT 1020 Graphic Design App.	90
KMDT 0031 Design Principles	90
KMDT 0310 Image Editing	90
KMDT 0120 Web Design Authoring	120
KMDT 1140 Web Design Animation	90
KMDT 0171 Electronic Portfolio	90
KWRK 0515 Job-seeking Skills	15

### ELECTIVES: CHOOSE AT LEAST 90 HOURS

KBA1 0110 Computer Literacy	90
MDT 0111 Web Design Fund.	120
KMDT 0040 Computer Illustration	90
KMDT 0205 Interactive Media Scripting	90
KMDT 0010 Media Design Introduction	90
<b>TOTAL HOURS:</b>	<b>675</b>

## PROFESSIONAL DRIVING

### PROFESSIONAL TRUCK DRIVING<sup>CTE</sup> CERTIFICATES

Instructors: Rick Dalton, Ken Medell, William Tovar  
Meadowbrook Campus

The Professional Truck Driving Department offers a variety of training options for students wishing to work in the transportation industry. All students must participate in a random drug-testing program either through SLCC or, if company sponsored, through the company's drug-testing program. People between the ages 18 or older may obtain a CDL for driving within the state of Utah (intra-state). People over 21 years of age may obtain a CDL for driving between the 50 states (interstate). When hiring, most companies, for insurance reasons, require applicants to be 23 years of age. Most Diesel Systems Technology Technicians working in the field are required to have a CDL driver's license.

### PREREQUISITES

Motor Vehicle Report (MVR) for current driving record, available from Driver's License Division, with no DUIs within the past two years; current Department of Transportation (DOT) medical card available from personal physician or health clinic; participation in a random drug testing program; Class A CDL learner's permit. If a student fails a drug test at anytime during the program, the student will be immediately dismissed. In order to re-enroll in a truck driving program, the student must verify successful completion of a mutually agreed upon drug rehabilitation program in consultation with the School of Applied Technology Director of Student Services.

### SPECIAL REQUIREMENTS

Most companies require drivers to show an ability to lift at least 75 pounds and be able to pass a background check.

### DEPENDING ON THEIR NEEDS AND EXPERIENCES, STUDENTS ARE GIVEN THE FOLLOWING TRAINING CHOICES:

#### 280-HOUR PROGRAM CERTIFICATE

With this option, students begin by studying for the CDL written test needed to obtain a Commercial Driver's License (CDL) learner's permit. Once the Learner's permit is obtained, the student receives further classroom, shop and lab instruction, which introduces them to the vehicle and trailer inspections and minor repairs. Students receive intensive behind-the-wheel instruction including backing skills, safety, and extreme driving conditions. An integral part of this instruction is the life skills component, which introduces students to life on the road and map reading. Students will also receive instruction in safely loading and unloading cargo, including an introduction to fork-lift and pallet-jack operation. Students are also given the choice of completing a cooperative externship/internship with a local driving company or honing their driving experience with the department instructor. Students will also participate in an employment workshop.

COURSES	CLOCK HOURS
KPDR 0210 CDL Written Test Preparation	16
KPDR 0220 Log Books/Map Reading	10
KPDR 0230 Life Skills for Drivers	8
KPDR 0240 Vehicle Inspections	8
KPDR 0250 Loading/Off-Loading Safety	8
KPDR 0260 Vehicle Maintenance	32
KPDR 0270 Backing Skills	32
KPDR 0280 Shifting Skills	14
KPDR 0300 Introductory Driving Experience	14
KPDR 0310 Safe Driving Observations	98
KPDR 0290 Employment Workshop	0-10

### ELECTIVES (CHOOSE ONE):

KPDR 0320 Local Driving Externship	40
KPDR 0330 Extended Driving Experience	40
<b>TOTAL PROGRAM HOURS</b>	<b>280</b>

#### 160-HOUR PROGRAM CERTIFICATE

This shorter program is designed for people who have had experience driving professionally in the past (Class A or B license) and/or who have obtained their CDL learner's permit. Instruction includes introduction to professional driving, vehicle inspection on tractor and trailers, over-the-road instruction, control systems and maneuvering skills, and safety.

COURSES	CLOCK HOURS
KPDR 0400 Log Books/Map Reading	8
KPDR 0410 Life Skills for Drivers	8
KPDR 0240 Vehicle Inspections	8
KPDR 0420 Vehicle Maintenance	16
KPDR 0430 Backing Skills	20
KPDR 0440 Shifting Skills	12
KPDR 0450 Driving Experience	24
KPDR 0460 Safe Driving Observation	64
KPDR 0290 Employment Workshop	0-10
<b>TOTAL PROGRAM HOURS</b>	<b>160</b>

### COMMERCIAL DRIVER'S LICENSE (CDL) UPGRADE

This course helps people who have had previous truck driving experience prepare for the CDL road test. Individuals interested in the course must have all the required documents: a current driving record (no DUIs within the past two years), a CDL license or learner's permit, and a current Department of Transportation (DOT) medical card. Individuals must be willing to participate in the SLCC random drug testing program.

## PREREQUISITES

- Previous Class A or B driving experience required
- Current driving record (no DUIs within the past two years)
- CDL license or learner's permit
- Current Department of Transportation (DOT) medical card
- Participation in a random drug testing program.
- Meet with the Truck Driving Department coordinator to determine the number of training hours needed.

## SKILLED SERVICE TECHNOLOGY

### AIR-CONDITIONING/HEATING/CTE REFRIGERATION CERTIFICATE OF COMPLETION

Instructor: George Lange  
Meadowbrook Campus

This program is designed to prepare students for future employment in the heating, ventilation, air conditioning, and refrigeration (HVACR) industry. The program consists of 6 major sections with required core training and elective courses designed to allow students to determine which area of the HVACR industry they would like to specialize in.

Throughout training students will be given the opportunity to demonstrate, thereby certifying, their skills by participating in nationally recognized tests which provide "Employment Ready" certifications. "Employment Ready" certifications confirm the student's grasp of the critical skills needed for entry-level technicians in the HVACR industry. The following is a general overview of the program.

1. The 20-hour occupational safety course provides safety training as applied to the HVACR industry. The 10-hour safety training in this course is designed to meet the OSHA basic safety certification.
2. Green Energy efficiency awareness training is emphasized in all functions of the program with a review section that provides basic understanding of energy conservation and its role in the future of the HVACR industry. Green Mechanical Council (GMC) third-party certification is available.
3. Electrical theory and lab exercises provide essential building code and troubleshooting training specific to the HVACR industry.
4. Service of multiple types of heating equipment is introduced with emphasis on combustion equipment safety and maximizing operating efficiency. Training includes meeting the requirements to complete the Rocky Mountain Gas Association (RMGA), Carbon Monoxide Safety Association (COSA), and HVAC Excellence (ESCO) "Employment Ready" third-party certifications.
5. Refrigeration theory and lab exercises focus on the basic fundamentals of residential and commercial equipment service and prepares students for the EPA 608 (CFC certification) and R410A certification which are industry required certifications to use these refrigerants. "Employment Ready" certifications confirm the student's understanding of core fundamentals and chosen elective options designed to fit the specific training needs of the students. Optional EPA 609 (Automotive Refrigeration) training is available with the elective options of automotive and transportation systems refrigeration training.
6. Students will complete a final capstone project under the direction of the instructor. The purpose of which demon-

strates their accomplishments throughout the program. The project will emphasize improved energy efficiency concepts and focus on a specific area of the student's own personal interest. The project may require students to utilize resources in the local HVACR community outside of the classroom to complete this challenge.

**NOTE:** Students who successfully complete this program may wish to continue their career opportunities by continuing their training through the HVAC Apprenticeship program. Contact the SLCC Apprenticeship office for more information.

## CERTIFICATION

The following certifications are available to students. Some certifications are required; others are optional.

- Occupational Safety and Health Administration (OSHA): 10-hour construction trades certification (required)
- Rocky Mountain Gas Association (RMGA): Combustion Gas (RMGA) certification (required)
- ESCO Institute – HVAC Excellence "Employment Ready" certifications (ERC) (optional depending on electives)
  - Electrical Service ERC
  - Refrigeration and Air Conditioning ERC
  - Heat Pump ERC
  - Gas Appliances ERC
  - Oil Systems ERC
  - Combustion Analysis and Energy Efficiency ERC
- Carbon Monoxide Safety Association (COSA) thru ESCO Institute: Carbon Monoxide and Combustion Safety (COSA) certification (optional depending on electives)
- Green Mechanical Council (GMC) thru ESCO Institute: Green Mechanical Awareness (GMC) certification (optional)
- EPA 608 (Chloro-Floro-Carbon-CFC) Refrigerant Certification thru ESCO Institute (required)
- EPA 609 (Automotive CFC) Refrigerant certification thru ESCO Institute (optional)
- Air Conditioning and Refrigeration Safety Coalition (AC&R) thru ESCO institute: R410A Refrigerant Safety (AC&R) certification (optional)

COURSE	CLOCK HOURS
KACC 0100 Safety Fundamentals	20
KACC 0105 Green Energy Systems	40
KACC 0200 Fundamentals of Electricity	180
KACC 0220 Electrical Applications	140
KACC 0230 HVAC Fundamentals	20
KACC 0240 Applied Combustion Theory	80
KACC 0250 Applied Refrigeration Theory	70
KACC 0260 Automotive A/C Service	10
KACC 0300 Residential HVAC Systems	160
KACC 0500 Capstone Project	80
KACC 0290 Employment Workshop	0-10
<b>ELECTIVES (CHOOSE TWO)</b>	
KACC 0400 Light Commercial HVAC Systems	80
KACC 0420 Commercial HVAC Systems	80
KACC 0440 Commercial Heat/Refrigeration	80
KACC 0290 Employment Workshop	0-10
<b>TOTAL HOURS</b>	<b>960</b>

## AUTOMOTIVE GENERAL SERVICE TECHNICIAN CERTIFICATE OF PROFICIENCY

Instructor: Jon Longo  
Miller Automotive Training Center

### PROGRAM DESCRIPTION

The Automotive General Service Technician program is designed to give students the foundation skills needed by an entry-level automotive technician on all types of automobiles and light trucks. Students must be able to learn and keep up with new advances in technology within the automotive industry. Students who complete their program will acquire the necessary skills to diagnose and repair mechanical and electrical systems on the lat-

est models of automobiles and light trucks. They will learn general shop safety and operation, customer service, use of hand and power tools, basic knowledge of all general automotive systems, automotive electricity and electronics, and preventive maintenance and general services in a hands-on, shop environment.

COURSES	CLOCK HOURS
KATO 0010 Introduction and Safety	30
KATO 0111 Practical Shop Applications	80
KATO 0141 Technical Essentials	90
KATO 0151 Preventative Maint & Service I	130
KATO 0510 Electrical/Electronics I	60
KATO 0521 Electrical/Electronics II	50
KATO 0531 Electrical/Electronics III	180
KATO 0102 Basic Comp. Skills	30
KATO 0020 Math for Automotive Techs	60
KATO 0400 Workplace Relations	60
KATO 0515 Job-seeking Skills	15
<b>TOTAL HOURS</b>	<b>785</b>

## AUTOMOTIVE TECHNICIAN CERTIFICATE OF PROFICIENCY

Instructor: Jon Longo  
Miller Automotive Training Center

### PROGRAM DESCRIPTION

Automotive Technicians service and maintain all types of automobiles and light trucks. Students must be able to learn and keep up with new advances in technology within the automotive industry. Students who complete their program will acquire the necessary skills to diagnose and repair mechanical and computer controlled electronic and electrical systems on the latest models of automobiles and light trucks. They will learn to diagnose and repair all vehicle systems in a hands-on, shop environment. They will become familiar with engine performance, disc and drum brake systems, ABS and non-ABS braking systems, ignition systems, chassis electrical systems, suspension and steering systems, all aspects of tire and wheel management systems, drive train components including: universal joints, constant velocity joints, drive shafts and clutches.

COURSES	CLOCK HOURS
KATO 0010 Introduction and Safety	30
KATO 0111 Practical Shop Applications	80
KATO 0141 Technical Essentials	90
KATO 0151 Preventative Maint & Service I	130
KATO 0510 Electrical/Electronics I	60
KATO 0521 Electrical/Electronics II	50
KATO 0531 Electrical/Electronics III	180
KATO 0041 Brake Systems I	50
KATO 0311 Brake Systems II	50
KATO 0321 Brake Systems III	50
KATO 0031 Steering and Suspension I	40
KATO 0211 Steering and Suspension II	70
KATO 0221 Steering and Suspension III	70
KATO 0611 Engine Performance I	90
KATO 0621 Engine Performance II	270
KBA1 0102 Basic Comp Skills - Prof	30
KATO 0020 Math for Automotive Techs	60
KWRK 0400 Workplace Relations	60
KWRK 0515 Job Seeking Skills	15
<b>TOTAL HOURS</b>	<b>1515</b>

## AUTOMOTIVE UNDERCAR TECHNICIAN CERTIFICATE OF PROFICIENCY

Instructor: Jon Longo  
Miller Automotive Training Center

### PROGRAM DESCRIPTION

The Undercar Technician program is designed to give students the foundation skills needed by an entry-level automotive technician on all types of automobiles and light trucks. Students must be able to learn and keep up with new advances in technology

within the automotive industry. Students who complete their program will acquire the necessary skills to diagnose and repair mechanical, steering and suspension, and Brake systems on the latest models of automobiles and light trucks. They will learn general shop safety and operation, customer service, use of hand and power tools, basic knowledge of all general automotive systems, automotive disc and drum brake systems, ABS and non-ABS braking systems, suspension and steering systems, all aspects of tire and wheel management systems, and preventive maintenance and general services in a hands-on, shop environment.

COURSES	CLOCK HOURS
KATO 0010 Introduction and Safety	30
KATO 0111 Practical Shop Applications	80
KATO 0151 Preventative Maint & Service I	130
KATO 0041 Brake Systems I	50
KATO 0311 Brake Systems II	50
KATO 0321 Brake Systems III	50
KATO 0031 Steering and Suspension I	40
KATO 0211 Steering and Suspension II	70
KATO 0221 Steering and Suspension III	70
KBA1 0102 Basic Comp Skills - Prof	30
KWRK 0400 Workplace Relations	60
KATO 0020 Math for Automotive Techs	60
KWRK 0515 Job Seeking Skills	15
<b>TOTAL HOURS</b>	<b>775</b>

## HEAVY DUTY DIESEL MAINTENANCE TECHNICIAN CERTIFICATE OF PROFICIENCY

Meadowbrook Campus

### PROGRAM DESCRIPTION

The Heavy Duty Diesel Maintenance program prepares student for entry-level positions in diesel equipment service and repair shops. Students learn basic safety and shop skills to perform preventive maintenances and inspections, repair different brake systems, and adjust and maintain suspension and steering systems. Students are required to learn basic computer and math skills need in the service environment.

COURSES	CLOCK HOURS
KBA1 0102 Basic Comp Skills	30
KHVT 0035 Safety and Shop Skills	60
KHVT 0010 Prev Maint & Inspection	90
KHVT 0005 Heavy Duty Brakes	60
KMTH 0010 Math I	60
KHVT 0015 Suspension and Steering	120
KWRK 0400 Workplace Relations	60
KWRK 0515 Job Seeking Skills	15
<b>TOTAL HOURS</b>	<b>525</b>

## HEAVY DUTY TECHNICIAN CERTIFICATE OF PROFICIENCY

Meadowbrook Campus

### PROGRAM DESCRIPTION

Completion of the Heavy Duty Diesel Technician program will equip students with a comprehensive knowledge of diesel engines and other technologies related to maintaining and repairing diesel-powered vehicles and other similar systems.

COURSES	CLOCK HOURS
KACK 0141 Computer Concepts/Windows	30
KHVT 0035 Safety and Shop Skills	60
KHVT 0010 Preventative Maintenance and Inspection	90
KHVT 0030 Electrical/Electronic Systems	120
KHVT 0015 Suspension and Steering	120
KHVT 0005 Heavy Duty Brakes	90
KHVT 0020 Heavy Duty HVAC	120

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KHVT 0040	Hydraulics I	60
KHVT 0060	Drive Trains	90
KHVT 0025	Diesel Engines	210
KACK 0150	Customer Service/Life Skills	60
KWRK 0515	Job Seeking Skills	15
<b>TOTAL HOURS</b>		<b>1065</b>