The Testing/ADA Coordinator’s Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Tech for persons with disabilities. Qualified students with disabilities must register and provide documentation with the office to be eligible for services. It is expected that appropriate disclosure and requests for accommodations will be made as soon as realistically possible. **It is the student’s responsibility to register with the Testing/ADA Coordinator to request any special services and to provide professional documentation of such needs four to eight weeks prior to enrollment.** New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the Testing/ADA Coordinator’s Office as soon as a need may arise. The Testing/ADA Coordinator will coordinate and assist in arranging services deemed appropriate for eligible students on a case-by-case basis. Contact the Testing/ADA Coordinator, 785-228-6356 to make an appointment for registration of services and to determine appropriate professional documentation for qualification.

The **Family Educational Rights and Privacy Act** of 1974 (FERPA), as amended protects the privacy of students and provides for the right to inspect and review educational records. Parental rights transfer to the student when the student reaches the age of 18 years OR is attending a postsecondary educational institution.

Washburn Institute of Technology (Washburn Tech) prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in programs and activities, admissions, educational programs or activities and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave., Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu

Washburn Institute of Technology, affiliated with Washburn University, is accredited or approved by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504. (312) 263-0456

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**Practical Nursing & Surgical Technology**

**Pre-Requisite Courses**

**Fall 2014**

**Course & Enrollment Information**

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**Enrollment Begins**

Thursday, July 17, 2014

Please check with Student Services at 785-228-6321 for enrollment information and class availability.

These classes require students to have knowledge of and access to computers. Students will be required to submit homework online using MS Word, download papers and use e-mail. Laptop computers are not required in the classroom.

**Required software:** Microsoft Word 2007 or better to prepare papers/class work.

The Individual Health Occupation courses fulfill the prerequisite requirements for Practical Nursing and Surgical Technology at Washburn Tech. If you plan to transfer this coursework to another institution, please check with them regarding transferability prior to enrollment.

Washburn Institute of Technology
5724 SW Huntoon Ave.
Topeka, KS 66604
Student Services: 785-228-6321
Fax: 785-273-7080
Anatomy & Physiology – Lecture (HCT 132) 4 credit hours – (must be taken concurrently with HCT 133 A&P Lab)
A lecture course designed to introduce the student to the structure and function of the following body systems: skeletal, muscular, nervous, sensory, circulatory, respiratory, digestive and urinary systems. This class offers information concerning normal human structures and functions and the developmental changes that occur during an individual’s life span. Students will learn specific information about factors associated with expected and abnormal anatomical and physiological changes associated with the body’s major organ systems. This is a rigorous course designed for students who are interested in pursuing a career in a health occupation.

Anatomy & Physiology – Lab (HCT 133) 2 credit hours - (must be taken concurrently with HCT 132 A&P Lecture)
Anatomy & Physiology Laboratory provides opportunities to observe various anatomical parts and to investigate physiological phenomena. The student will relate specimens, models, microscope slides, and whole body information learned in lecture and read about in the textbook. Study of anatomy of major organ systems includes use of anatomical models and selected preserved animals and organs.

Human Development (HCT 131) – 3 credits
This course provides an introduction to physical, cognitive, emotional, and social aspects of human development throughout the life span. It emphasizes developmental processes beginning with conception and continuing throughout childhood, adolescence, adulthood, later life and death. The course focuses on developmental processes, cultural influences, and other factors that make each individual unique. This course takes an inter-disciplinary approach toward human development that is based on science and applied toward the goal of solving important human problems.

Nutrition (HCT 141) – 3 credits
This introductory course provides a basic knowledge of human nutrition. Students will learn the sources and functions of the various nutrients. They will also explore the interaction of diet, disease prevention and treatment. Through the use of a computerized nutrition program, students will analyze their diets for nutritional deficiencies and excesses.

Schedule:
Day Class: August 11-December 12, 2014. Runs for 16 weeks.
Lecture & Lab: Monday-Friday, 11:45 am - 1:15 pm.
Lecture & Lab: Tuesday & Thursday, 5:00 pm - 8:45 pm.
Instructor is Linda Hummel.

Required textbooks:

$618.00 tuition & Mat/Tech fee cost plus $110.00 supply/lab fee. Total of $728.00.

ENROLLMENT INFORMATION

- The Admissions Test must be taken prior to enrolling in the Individual Health Occupations Courses.
  Required Levels – Applied Math – Level 5
  Reading for Information – Level 6

- Enrollment is on a first come, first serve basis. Enrollment must be done in person in the STEPS Office.

- Only Anatomy & Physiology is required for Surgical Technology. All three courses are required for Practical Nursing.

***Financial Aid Eligibility***

These courses are approved for federal financial aid for students who qualify.

Please refer to the Financial Aid Information letter or call the Washburn Tech Financial Aid Office for application details. 785-228-6323