

# **WELCOME TO WESTERN DAKOTA TECH**

**WELCOME**

**MISSION**

**OBJECTIVES**

**PHILOSOPHY**

**VISION STATEMENT**

**CORE ABILITIES**

**ACCREDITATION**

**CERTIFIED PROGRAMS**

**PROFESSIONAL MEMBERSHIPS**

**ADVISORY COMMITTEES**

**PROGRAM & COURSE INFORMATION**

**TECH PREP**

**CORPORATE EDUCATION CENTER**

## **WELCOME**

When you choose Western Dakota Tech, you choose exactly what you want to study. WDT provides a diverse mixture of educational programs with hands-on learning. Our small class sizes, combined with extensive hands-on experience, creates a personalized education that assures our graduates are well prepared for success in today's technical job market and for the 21st Century. Visit our Rapid City campus. The instructors, staff, and students are anxious to share with you the Western Dakota Tech experience.

Western Dakota Tech is one of four state-supported postsecondary technical institutes in South Dakota. WDT offers more than 20 educational programs granting diplomas and Associate in Applied Science degrees. Programs range in length from nine months to two years. In addition, a wide variety of non-credit classes, workshops, professional programs, and seminars are available through the Corporate Education Center. Choose Western Dakota Tech today and learn for the 21st Century.

## **MISSION**

Western Dakota Technical Institute is a public institution of higher learning where students acquire the knowledge, skills, and behaviors necessary for successful employment.

## **OBJECTIVES**

Students will demonstrate:

1. The occupational skills necessary to obtain and retain successful employment in their field of training.
2. Proficiency in academic skills in the area of communications, mathematics, computer use, and social studies appropriate to their program of study.

The Institute will:

1. Develop and implement short-term and customized training opportunities through the Corporate Education Center.
2. Maintain efficient and effective facilities designed to serve the needs of the students.
3. Develop and retain a staff of technically competent and highly trained individuals.
4. Secure adequate financial resources necessary to accomplish its mission.
5. Assure equal access to those who are disabled, economically or academically disadvantaged, in non-traditional programs of study, and/or of limited English proficiency.
6. Provide services to those requiring academic assistance, counseling, and career guidance.
7. Provide assistance in securing training-related employment to students and graduates.
8. Provide opportunities for higher learning to high school students.
9. Promote lifelong learning.

## **PHILOSOPHY**

We believe that all individuals should be afforded an educational opportunity to develop and maximize their technical abilities through opportunities offered by Western Dakota Technical Institute.

## **VISION STATEMENT**

It is the vision of Western Dakota Tech to prepare our students for living, lifelong learning, working, and succeeding in the 21<sup>st</sup> Century. In order to realize our vision, we dedicate our energy and efforts to the following principles:

- WDT strives to provide a caring, nurturing, and disciplined learning environment for students of all ages and backgrounds, and does so by providing quality courses and programs, encouraging academic rigor, and maintaining a skilled, dedicated, and student-oriented faculty and professional staff.
- WDT strives to provide programs that lead to successful employment and career pathways for our graduates by providing opportunities both for existing careers and for new employment trends and opportunities.
- WDT strives to be a model civic partner by collaboratively engaging communities, organizations, and businesses in programs, projects, and activities that lead to improved economic development, greater levels of service, and enhanced quality of life.
- WDT strives to utilize the most effective teaching and learning technologies and strategies that enhance student skills and abilities now and into the future.
- WDT strives to build a community of lifelong learners of all ages and backgrounds who have the skills and ability to understand and respond to a changing world and its impact on business, technology, economy, and strategies.

- WDT strives to reach its goals by operating in an ethical, open, and cost efficient manner in all of its programs and business affairs.

And finally, it is the vision of Western Dakota Tech to be a leader, in both our State and region, for quality educational programs and service, and to develop and/or adopt those practices which will result in continuous improvement, improved quality of life for our graduates and communities, and for providing a trained workforce who will meet the challenges of the 21<sup>st</sup> Century.

## **CORE ABILITIES**

Core abilities are essential skills that cut across occupational and academic titles. They are broad, common abilities that students must possess to be prepared for the workforce and for lifelong learning.

Core abilities are different from course competencies in that they are not course-specific. They are not taught in lessons. Instead, they are broader skills that run through courses and lessons. These abilities enable learners to perform competencies.

Core abilities are comprised of transferable skills, attitudes, and abilities expected to be mastered by learners completing a program. They go beyond a specific program, are integrated throughout the learning experience, and are institutional.

The following core abilities and indicators are derived from the mission statement and objectives of WDT and its guiding principles:

1. **Life Skills** - Means that an individual applies the principles of physical and psychological wellness to his or her life.
  - a. Take responsibility for own behavior.
  - b. Balance family, work, finances, and personal needs.
  - c. Relate personal values and goals to the work environment.
  - d. Recognize the importance of personal wellness.
2. **Analytical Skills** - Means that the individual applies the principles and strategies of purposeful, active, and organized thinking.
  - a. Evaluate technology.
  - b. Identify problems.
  - c. Apply an appropriate problem solving process.
  - d. Make informed decisions.
  - e. Respect others' points of view.
  - f. Differentiate fact from opinion.
  - g. Experiment with original ideas.
  - h. Accept ambiguity.
3. **Communication Skills** - Means that an individual is able to apply appropriate writing, speaking, and listening skills in order to precisely convey information, ideas, and opinions.
  - a. Use standard English principles (spelling, grammar, and structure).
  - b. Use language and details appropriate to the level of audience.
  - c. Check for accuracy.
  - d. Present information in a readable form.
  - e. Listen.
4. **Technology Skills** - Means that an individual possesses the knowledge and skills necessary to use a computer and other technology methods utilized within his or her chosen field.
  - a. Use technology to communicate.
  - b. Solve problems using technology.
  - c. Use appropriate technology to manage information.
  - d. Recognize the impact of technology.
5. **Teamwork Techniques** - Means that an individual is capable of working with others to complete tasks, solve problems, and resolve conflicts.
  - a. Demonstrate respect in relating to people.
  - b. Cooperate and resolve conflicts effectively.
  - c. Participate in shared problem solving.

6. Social Values – Means that an individual possesses an awareness of differences in backgrounds and cultures and demonstrates respect while working with different backgrounds/cultures.
  - a. Acknowledge personal prejudices and biases.
  - b. Appreciate perspectives of people outside own background/culture.
  - c. Work collaboratively with persons from other backgrounds/cultures.
  
7. Employability – Means that an individual possesses and applies effective work habits and attitudes within the classroom or training situation.
  - a. Manage time and workload.
  - b. Attend classes as scheduled.
  - c. Turn in quality work.
  - d. Adhere to safety rules and regulations.
  - e. Act professionally to fulfill job duties within chosen field.
  - f. Demonstrate flexibility and self-directedness in learning.

## **ACCREDITATION**

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, 800 621-7440, [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org), accredits Western Dakota Tech.

The South Dakota Board of Education has approved Western Dakota Tech to grant the Associate in Applied Science degree and one- and two-year Diplomas.

## **CERTIFIED PROGRAMS**

Various professional organizations approve or certify certain programs. These include:

- Collision Repair Technology: National Automobile Technicians Education Foundation
- Fire Science: ProBoard COA
- Law Enforcement Technology: Seasonal Law Enforcement Training Program, National Park Service; State of South Dakota Law Enforcement Standards and Training Commission
- Paralegal: American Bar Association
- Pharmacy Technician: American Society of Health-System Pharmacists
- Practical Nursing: South Dakota Board of Nursing
- Surgical Technology: Association of Surgical Technologists
- Transportation Technology: National Automobile Technicians Education Foundation
- Welding/Manufacturing: American Welding Society

## **PROFESSIONAL MEMBERSHIPS**

39 Club

American Association for Paralegal Educators  
American Association of PA's  
American Association of Community Colleges  
American Association of Medical Transcriptionists  
American Association of University Women  
American College Counseling Association  
American Counseling Association  
American Heart Association  
American Legion Post 22  
American Library Association  
American Society of Health Systems Pharmacists  
American Technical Education Association  
American Welding Association  
Association for Career and Technical Education  
Associated General Contractors of South Dakota Building Chapter  
AutoCAD Users Group International  
Automotive Service Excellence

Black Hills Association of Education for Young Children  
Black Hills Home Builders Association  
Black Hills Legal Professionals  
Black Hills Regional Job Fair  
Black Hills Society for Human Resource Management  
Black Hills Society of Trainers and Developers

Campus and Community Prevention Coalition  
Council of North Central Two-Year Colleges

Dakota Association for College Admissions Counseling  
Delta Kappa Gamma  
Downtown Kiwanis-Rapid City

Front Porch Coalition (Suicide Prevention)

Girl Scouts of the Black Hills – Board of Directors

Hot Springs Chamber of Commerce

International Association Of Electrical Inspectors  
Instructional Technology Council, AACC  
International Association of Firefighters

Learning Resources Network (LERN)  
Loss Team

National Vocational Ag Teachers Association  
National Association for College Admissions Counseling  
National Association of College Stores  
National Association of Colleges and Employers  
National Association of Health Unit Coordinators  
National Association of Publicly Funded Truck Driving Schools  
National Association of Agricultural Education  
National Association of Student Financial Aid Administrators  
National Automotive Technicians Education Foundation  
National Board of Certified Counselors, Inc.  
National Center for Construction Research and Education  
National Council of Teachers of English in Two-Year Colleges  
National Tech Prep Network  
North American Conference Auto Technology  
North American Council of Automotive Teachers

Pharmacy Technician Educators Counsel  
Rapid City Area Chamber of Commerce  
Rapid City Area Economic Development Partnership  
Rapid City Postal Customer Council  
Rapid City Rotary Club  
Rocky Mountain As. of Student Financial Aid Administrators

Skills USA  
Society of Human Resources Management  
South Dakota Advocacy Network for Women  
South Dakota Association of Career & Technical Education  
South Dakota Association of Child Care Directors  
South Dakota Association of Pharmacy Technicians  
South Dakota Association of Student  
Financial Aid Administrators  
South Dakota Autobody Association  
South Dakota Bar Association  
South Dakota Career Planning & Placement Association  
South Dakota Chamber of Commerce  
South Dakota College Personnel Association  
South Dakota Counseling Association  
South Dakota Directors Association  
South Dakota Education Association  
South Dakota Emergency Medical Technician's Assoc.  
South Dakota Library Association  
South Dakota Library Network  
South Dakota LPN Association  
South Dakota Mental Health Counseling Association  
South Dakota Paralegal Association  
South Dakota Pharmacy Technician Association  
South Dakota School Counseling Association  
South Dakota Society of CPA's  
South Dakota Vocational Agriculture Teachers Association  
South Dakota Vocational Association  
South Dakota Trucking Association

The Higher Learning Commission, a commission of the  
North Central Association of Colleges & Schools  
The Network: Addressing Collegiate Alcohol and  
Other Drug Use  
Tobacco Free – Rapid City  
Tri State Bookstore Association

West River Counseling Association  
Western South Dakota Child Protection Council  
Women Work

## **ADVISORY COMMITTEES**

Advisory Committees from business and industry represent the strong partnership Western Dakota Tech enjoys with the region and the Rapid City community. The committees meet at least twice a year with program instructors to discuss current job market trends, recent developments in the industry, task competencies for courses, equipment selection, and student performance. As resource persons, the committee members are the most direct and up-to-date sources for current trends in the industry. This education and business partnership ensures the validity of the task competencies and the effectiveness of the Institute.

## **PROGRAM & COURSE INFORMATION**

Course descriptions in the catalog are only summaries of the actual course content. Western Dakota Tech reserves the right to alter course content and curricula without notice. Western Dakota Tech also reserves the right to cancel any tentatively scheduled class and to combine class sections due to insufficient enrollment. In the event of a class cancellation, refunds will be issued. The Marketing Department of Western Dakota Tech publishes the catalog. Western Dakota Tech reserves the right to make changes in courses and regulations published in this catalog and other publications without obligation or prior notice.

## **TECH PREP**

South Dakota Tech Prep's mission is to "prepare secondary and postsecondary students to live and work in the highly technical world of the 21st century through a *rigorous* education program that meets the performance standards of business and industry and provides the basis for the transition to additional education and/or the world of work." <http://doe.sd.gov/octe/techprep/>

Schools in Western South Dakota now participate through articulation agreements, professional development, ESA collaboration, consortium membership, career development, guidance, and advisory programs. Tech Prep goes wherever there are students, education professionals, and parents motivated to prepare students for the world of the 21<sup>st</sup> century. For further information, refer to <http://isd742.org/CTE/AspectsOfIndustry.pdf>.

### **Articulation:**

Course articulation is the process by which one institution matches its courses or requirements to course work completed at another institution. Students use course articulation to assure that the courses they complete will not have to be repeated at the institution to which they are transferring.

Articulation agreements between individual secondary schools, the state Office of Curriculum Career and Technical Education (OCCTE), and post secondary schools provide the opportunities for high school graduates to apply high school credits as credits toward technical institute graduation. In other words, an incoming high school graduate may not have to repeat or pay for part of a course or courses already completed in high school if that student can document articulated high school courses (see guidelines at <http://www.wdt.edu/techprep.aspx?id=4664>) by submitting a transcript to WDT. An added benefit to the student is that those articulatable credits can be used at any of the four technical institutes in the state. See your high school counselor for a list of state OCCTE approved courses in your school.

Articulation agreement renewal is required every year to ensure a match between secondary level coursework and postsecondary level coursework. These agreements are coordinated through the West River Tech Prep Consortium office at WDT, The state Office of Curriculum Career and Technical Education, and the high schools.

Specific information about courses listed on each school's articulation agreement can also be found at the website link or through the West River Tech Prep office. Students interested in enrolling at WDT with articulated credit should contact the Admissions Coordinator.

### **Professional Development:**

High school teachers can earn college credit through a variety of Tech Prep activities that focus on career education, integrative curriculum, applied academics and methodology, and work-based learning experiences. As funding is available, member schools in the West River Tech Prep Consortium may receive financial assistance in paying for the costs of sending teachers and counselors to these activities. Learn more at <http://www.wdt.edu/techprep.aspx?id=5875>

## **CORPORATE EDUCATION CENTER**

Today's constantly changing demands the continual upgrading of skills and education. The Corporate Education Center helps meet those demands. The Corporate Ed Center offers a variety of short term, non-credit courses designed for the working adult. Learning in the classroom one day is applied on the job the next. The Corporate Ed Center can also customize courses to meet an individual business' needs. Training may be accomplished both on-site and off-site. The Corporate Ed Center offers courses on computer software, truck driving, business, construction, welding, professional development, and various health topics. WDT is an official American Heart Association Training Center and provides CPR, First Aid, and EMT training. WDT is also a South Dakota State CDL Testing Sponsor and provides Third Party Examinations for Class B commercial vehicles. The Corporate Ed Center also offers online courses providing the opportunity to learn at home, at the office, or while traveling.

Programs and courses are offered in the eight skill areas that are critical for corporate and individual success: employability, social values, teamwork, life skills, analytical skills, communication skills, technology skills, and industry specific skills. The training is offered in three tracks, each one building on the other so skills grow on a solid base. Students are tracked as they progress, using state-of-the-art software that creates individualized transcripts for every person who takes part in any training with us. This allows employers to build and track a comprehensive training program for every employee in any organization. The Corporate Education

Center believes that investing in lifelong learning leads employees toward more satisfying, productive working lives. It also enhances job performance, teamwork, and overall competitiveness.