



**PEASLEE
TECH**

Course Catalog

2020-2021

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Introduction

The Dwayne Peaslee Technical Training (Peaslee Tech) facility became a reality through planning by the City of Lawrence, Douglas County, the Economic Development Corporation, and the Lawrence Chamber of Commerce. This document outlines open enrollment and custom training available through Peaslee Tech at, or through, 2920 Haskell Avenue in Lawrence, Kansas.

Mission

We are a catalyst for economic growth providing technical training to a diverse community of participants to meet the current and emerging needs of our communities and employers.

Vision

We envision a community with a technically skilled workforce that fosters retention, expansion, and attraction of business.

Values

Empowering diverse individuals
Collaborating across the community
Cultivating innovation and entrepreneurship

General Description of Services

Our statements above make it clear—Peaslee Tech cares about your training needs and your success!

Technical training is our area of expertise. Peaslee Tech pledges to do all we can to help your workforce gain the competencies and skills needed so that your business will thrive.

Peaslee Tech provides custom training to industry partners in areas such as manufacturing, construction, general office/administration, and other skill areas. Though Peaslee offers credit-based courses and programs through community colleges and tech schools, we also emphasize custom, non-credit training, based on industry demand. Training takes place at your location or ours, depending on the best fit.

Peaslee Tech provides the following services:

- Curriculum Development: You may require support to find instructional materials, identify what type of training is needed, design length and style of training, or other curriculum-driven topics. We help you narrow down the specific training need and make sure that, if materials must be purchased, we find the most economical sources.
- Instruction: Finding experts who can train others can be demanding. We find instructors with industrial backgrounds in the required skill area. Also, instructors must communicate well with

others. This combination of savvy instructor and experienced industry professional results in high-quality and relevant learning experiences.

- Consortium Management: By combining training needs with other companies who have similar needs, your training costs may be reduced significantly. We take care of the communication between companies, arrangements for meetings to determine training focus, training day logistics, and management of the billing and receipting processes.
- Training Evaluation: Peaslee Tech conducts a course evaluation to participants or others identified by industry (supervisors, managers, etc.) to quantify their satisfaction with training.
- Certification: Peaslee Tech provides a *Certificate of Completion* for each trainee who successfully completes a course and a *Certificate of Competency* for each trainee that successfully completes industry recognized certification examinations or state licensure.

Our Campus

The Dwayne Peaslee Technical Training Center is a 78,000-square foot training facility which includes training labs for automotive technology, construction, HVAC, industrial maintenance, and computer/network applications. Additionally, there are two standard classrooms and an outdoor facility for commercial driver training. The campus, on which Peaslee Tech is located, includes USD 497's College and Career Center, the Lawrence Workforce Center, the Douglas County Senior Resource Center, and a manufacturing partner. In 2018, the Boys & Girls Club Teen Center was built at the campus location.

Career Services

The Lawrence Workforce Center is located within the Peaslee facility, through which our participants have access to extensive career services. All participants in externally credentialed programs at Peaslee are required to register with the Lawrence Workforce Center.

Nondiscrimination, Equal Opportunity, and Affirmative Action

The Dwayne Peaslee Technical Training Center is an Equal Employment Opportunity/Affirmative Action employer. We uphold high standards for diversity and multiculturalism. Our employees are expected to engage in the development of an inclusive community. Additional assistance is provided through hiring fairs, companies' engagement in classes, and on-the-job learning opportunities.

The Dwayne Peaslee Technical Training Center provides equal opportunity to and does not discriminate against participants, employees, or applicants regardless of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ethnicity, national origin, ancestry, age, disability, marital status, genetic information, status as a veteran, political affiliation, or other factors that cannot be lawfully considered in its courses, programs, and activities, including admissions and employment, to the extent and as required by all applicable laws and regulations, including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act of 1990, The Americans With Disabilities Act Amendments Act of 2008, The Age Discrimination In Employment Act of 1967, Title II of the Genetic

Information Act of 2008, Kansas Acts Against Discrimination, Section 188 of the Workforce Investment Act, and any amendments to such laws and regulations.

Inquiries regarding non-discrimination or our policy may be directed to: Executive Director; Dwayne Peaslee Technical Training Center; 2920 Haskell Avenue, Suite 100; Lawrence, KS 66046; 785-856-1831.

Academic Calendar

Participants are accepted on a rolling basis, with multiple start dates throughout the year. Peaslee observes the following holidays:

New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

Admission

Admission is generally open to persons age 16 or over. Certain classes require specific prerequisites for enrollment. Acceptance into individual programs and classes are on a first-come, first-serve basis.

Assessment

All training course and programs offered by Peaslee Tech have an assessment component to measure the attainment of learning outcomes. A grade of pass or fail is assigned for each participant. Only participants with passing grades will receive certificates of completion. Assessments may be hands-on, written, oral, or any combination thereof. Participants will be provided their grade within seven days of the final class session.

Attendance

The following attendance guidelines are the minimum acceptable standard for Peaslee Tech's programs of study.

- Daily attendance will be taken.
- Learners are required to attend a minimum of 75% of clock hours for any program. The exceptions to this policy are OSHA 10 and 30- hour courses, in which no absences are allowed. Exceptions to other programs may be required.
- Learners falling below the 75% threshold will be placed on attendance probation until they have attained a 75% attendance.
- Any student who withdraws while on Attendance Probation will be required to complete unserved Probation time upon re-enrollment.
- There are no excused or unexcused absences; learners are either present or absent.
- Three tardy (15 minutes or more after the start of class) attendance recording will be counted as an absence.
- Makeup work may be completed at the discretion of instructors.
- The effect of absences on a learner's demonstration of attaining course learning outcomes is at the discretion of instructors.

A student may request one leave of absence (minimum length of 10 school days) for situations affecting a student's attendance for an extended period. The request must be in writing to the Executive Director

of Peaslee Tech and must include the reason for the request and the number of days requested. The financial aid period will be extended the number of days equal to the number of days of the leave of absence; therefore, no additional tuition or fees will be charged to the student.

Code of Conduct

The Board of Directors expects that persons enrolling at the Dwayne Peaslee Technical Training Center conduct themselves in a manner consistent with the educational purpose of instruction. Participants have the obligation to abide by federal and state statutes and municipal ordinances, especially those that govern conduct on college campuses and at college functions. The Board expects participants to conform to board policies, regulations and procedures. Participants are always expected to demonstrate academic honesty and integrity. Failure to adhere to this code may result in participant dismissal.

Academic Integrity

The integrity of the academic process requires fair and impartial evaluation on the part of faculty and honest academic conduct on the part of participants. To this end, participants are expected to conduct themselves at a high level of responsibility in the fulfillment of the course of their study. It is the corresponding responsibility of faculty to make clear to participants those standards by which participants will be evaluated and the resources permissible for use by participants during their study and evaluation. Failure to adhere to this code may result in participant dismissal.

Refunds

Participants may withdraw by any form of written communication submitted to their instructor or any Peaslee Tech administrator.

Reasons for a possible delay of a scheduled start may include but are not limited to (1) damage to the facility, (2) inadequate number of applicants, and (3) acts of nature unforeseeable. A list of alternatives includes but are not limited to temporarily operating from a different location. If any refundable tuition and fees have been paid, a refund will be made within 30 days of the signed agreement.

If a student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

1. Registration Fee

An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount more than \$10 will be subject to proration.

2. Breakage Fee

Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.

3. Consumable Instruction Supplies

Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

4. Books, Supplies, and Equipment

a. The school will make a refund in full for the charge for unissued books, supplies, and equipment when:

- The school furnishes the books, supplies, and equipment,
- The school includes their costs in the total charge payable to the school for the course,
- The veteran or eligible person withdraws or is discontinued before completing the course.

b. Students may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.

5. Tuition and Other Charges

Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the participant to the total number of instructional days in the course.

6. Prompt Refund

If the student fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.

Grievance Procedure

Peaslee Tech encourages any participant with a grievance to initiate the process, in writing, with his/her instructor whenever possible. The instructor will forward the grievance to the Executive Director of Peaslee Tech, with comments. If the matter is resolved with the instructor, no further action is taken. If the grievance is unresolved to the satisfaction of the participant, or the instructor, the grievance is forwarded to the Executive Director for adjudication.

Additionally, participants may contact the Kansas Board of Regents if they do not feel their complaint has been fully resolved at; www.kansasregents.org, 1000 SW Jackson St # 520, Topeka, KS 66612, or 785.420.4240.

Transfer of Credit

Peaslee Tech does not award credit hours, therefore there are no transfers to or from other entities.

List of Approvals, Accreditations, Affiliations and Membership

- Kansas Board of Regents-1000 SW Jackson St. #520, Topeka, KS 66612 – 785.430.4240
- Registered with the Kansas Secretary of State as a 501(c)3 not-for-profit organization
- CISCO Networking Academy for Lawrence, Kansas
- Kansas Center for Career & Technical Education Advisory Board
- Flint Hills Community College Career & Technical Education Advisory Board
- Neosho County Community College Career & Technical Education Advisory Board
- Cottonwood Incorporated Business Advisory Board
- The Chamber of Lawrence Kansas
- The Lawrence Homebuilders Association

Open Enrollment Programs of Study

Internships

In addition to classroom learning and hands-on skills development, students may elect to add and internship experience to their program of study for selected courses. The internship will be developed by the course instructor, student, and internship site representative. Internships are voluntary and are not required for any programs.

Certificates

Successful completion of any open enrollment program results in the award of a certificate.

CISCO Academy

Cisco Networking Academy is an IT skills and career building program for learning institutions and individuals worldwide. More than 5.5 million people have joined the Networking Academy and become a force for change in the global economy since 1997.

- Certified Cisco Networking Associate (CCNA) Routing and Switching curriculum is a gateway to entry-level networking jobs and IT careers. The curriculum consists of 4, 70-hour courses: Introduction to Networks, Routing and Switching Essentials, Scaling Networks, and Connecting Networks. The first 2 courses prepare you for the Cisco CCENT certification exam or to study CCNA Security. All 4 courses are recommended before taking the Cisco CCNA Routing and Switching certification exam. This course includes National Career Readiness Certificate development. (300 hrs-\$4,400). Classes start every Monday, except holidays.
 - Develop a working knowledge of routing, switching, network applications, protocols, and services.
 - Study with an instructor in the classroom and access expert content online anytime.
 - Practice what you learn on both real equipment and Cisco Packet Tracer, a network configuration simulation tool.
 - Get immediate feedback on your work through built-in quizzes and tests.
 - Prepare for the workplace with collaborative projects and presentations.
 - Connect with the global Cisco Networking Academy community.

Programmable Logic Controls (PLC)

PLCs are industrial computer control systems that continuously monitor the state of input devices and makes decisions based upon a custom program to control the state of output devices. We offer a full range of training for both novice and experienced technicians.

- Level 1 Certificate - This is an introductory course covering Ladder Diagram (LD) programming and PLC basics. (32 hrs-\$695)
- Level 2 Certificate – This course focuses on the Allen Bradley CompactLogix PLC. Participants learn how to set, communicate, configure and program the CompactLogix processor. Methods of relay ladder logic are demonstrated, and participants are challenged to use learned concepts within classroom problem solving exercises. (32 hrs-\$695)

Introduction to Industrial Electricity

This course is designed for entry level electrical training for industrial environments. Participants will learn DC, AC, and Battery Theory. Additional subjects include electrical safety, using voltage testers & meters (participants should bring their own), motor theory and calculations, transformers, conductor ampacity, and grounding. (32 hrs-\$695)

Motor Drives

Motor controls encompasses installing, wiring, programming using keypad, and troubleshooting of PowerFlex 525 motor drives. Each participant must bring a digital multimeter. (32 hrs-\$695)

Lean Six Sigma Certification-Green Belt

This 40-hour hands-on workshop provides participants with the detailed methodology and tools of Lean Six Sigma to lead their organization toward “World Class” status. The workshop combines the proven and powerful elements of both traditional Lean and traditional Six Sigma into a blended approach. The Lean Six Sigma methodology is taught with a “Keep It Simple Statistically” (KISS) approach and makes use of many in-class examples, simulations, and hands-on exercises to ensure that participants have a practical, working knowledge of the tools. (40 hrs-\$1,500)

Introduction to Manufacturing

This course introduces the participant to fundamental areas of manufacturing with the intent of preparing a participant to be a ‘shop floor’ employee. Topics include Basic Computer Literacy; Math for the Trades; Quality Improvement Programs & Practices; OSHA 10 General Industry, CPR and basic first aid, and Workplace Readiness (40 hrs-\$1,100)

Professional Driving

Peaslee Tech offers a full range of training options to prepare participants for a career as a commercial driver.

- CDL-B: This level of license allows for the operation of straight trucks, dump trucks, concrete trucks and many others. (60 hrs-\$2,200). Classes start every Monday, except holidays.

- **CDL-A, over-the-road:** Prepares participants to drive multi-speed transmission tractor and trailer, vehicle and log maintenance, and required skills to work as an over-the-road driver. (160 hrs-\$4,400). Classes start every Monday, except holidays.

Health Care

- **Pharmacy Technician:** Prepares participants for an entry-level position in a career in pharmacy. Course content is designed to provide participants with the knowledge needed to assist pharmacists in preparing and dispensing medication in retail and hospital pharmacies as well as collecting patient info for prescription and billing. This program is aligned with the PTCB national certification exam. (75 hours-\$1,850)
- **Clinical Dental Assistant:** Our online dental assisting course is the most comprehensive you'll find. You'll learn about every aspect of professional dental assisting, including invaluable real-world perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and much more. (240-\$2,250)

Certified Voice Writer

This course is designed to bring the student proficiency level needed to pass the required examinations. This course provides the content to prepare participants to set for the Kansas State Board of Examiners of Court Reporters certification examination. (211 hrs-\$3,600)

Auto Body Repairer

To meet the high demand for skilled automotive technicians in Douglas County, the Eudora Public Schools and Peaslee Tech are partnering to provide a training opportunity. The two-year program is designed to prepare an individual with the foundational training to develop, through experience and training, into a skilled automotive technician and serves as a prerequisite for an apprenticeship. (288 hrs-\$3,500)-internship available

Auto Service Technician

To meet the high demand for skilled automotive technicians in Douglas County, the Eudora Public Schools and Peaslee Tech are partnering to provide a training opportunity. The two-year program is designed to prepare an individual with the foundational training to develop, through experience and training, into a skilled automotive technician and serves as a prerequisite for an apprenticeship. (288 hrs-\$3,500)-includes internship

Residential Electrician (Level 1)

To meet the high demand for skilled residential electricians in Douglas County, Peaslee Tech has developed a training opportunity. The program is designed to prepare an individual with the foundational training to develop, through experience and training, into a skilled residential Electrician and serves as a prerequisite for an apprenticeship. (150 hrs-\$2,500)-internship available

Residential Plumber (Level 1)

To meet the high demand for skilled residential plumbers in Douglas County, Peaslee Tech has developed a training opportunity. The program is designed to prepare an individual with the foundational training to develop, through experience and training, into a skilled residential plumber and serves as a prerequisite for an apprenticeship. (150 hrs-\$2,500)-internship available.

Residential Mechanical (HVAC)

To meet the high demand for skilled residential mechanical technicians in Douglas County, Peaslee Tech has developed a training opportunity. The one-year program is designed to prepare an individual with the foundational training to develop, through experience and training, into a skilled residential mechanical technician and serves as a prerequisite for an apprenticeship. (150 hrs-\$2,500)-internship available

Facilities Maintenance Technician

To meet the high demand for skilled facilities maintenance technicians, Peaslee Tech has developed a training opportunity through an apprenticeship. This program is designed to prepare an individual with the foundational training to develop, through experience and training, into a skilled facilities maintenance technician and serves as a prerequisite for an apprenticeship. (150 hrs-\$2,500)-internship available.

Machine Shop Safety & Fundamentals

Introduction to basic machine shop safety and skills. Fabrication of mechanical components and assemblies from engineering drawings, performing tolerance inspection and developing fabrication process plans. (56-hrs-\$1,950)

Introduction to Welding

Instruction using layout tools with demonstration and guided practices using some of the following welding processes: shield metal arc welding (SMAW), gas metal arc welding (GMAW), Gas tungsten arc welding (GTAW), along with layout, cutting and grinding or any other approved welding process. Cutting practice will be covered, by using a portable cutter and tract torch. (56 hrs-\$1,200)

Apprenticeships

Peaslee Tech is a training provider for registered apprenticeships that are approved by the Kansas Apprenticeship Commission. Current programs include;

- Industrial Maintenance Mechanic
- Residential Electrician
- Residential Plumber
- Automotive Technician
- Auto Body Repair Technician
- Facilities Maintenance Technician
- Residential Carpentry (currently not a registered apprenticeship)
- Residential Mechanical (HVAC)
- Sterile Processing Technician
- Mechatronics

Customized Training

Peaslee Tech offers customized training for Douglas County organizations over a wide array of subjects. Please contact us to see if we can fill your company's specialized training needs.

Instructors

Katherine Ellis*-CCNA

MS – Central Missouri State University
Computer Technology
BS – Kennedy Western University
Management of Information Systems
AS – Longview Community College

Kevin Kelley*-Intro to Manufacturing

PhD – Northcentral University
MS – Saint Mary College
BBA – University of Missouri, Kansas City
AA – Kansas City Kansas Community College

Bijan Siadati*-Pharmacy Technician

DC – Cleveland Chiropractic College
Doctor of Chiropractic
MS – Northwestern Missouri State University

Will Katz

MBA – University of Kansas
BA – University of Kansas

Verlon Myer*-Residential Electrical

MEA – International University
BS – International University

Chris Paxton*-Auto Body Repair

CTE Certificate – Pittsburgh State University

Raymond Casey*-Auto Technology

AAS – Pittsburgh State University

Mike Niedenthal

MBA – University of Kansas
BS – Kansas State University

Charles Tuttle*-CDL

BS – Kansas State University
Agriculture Science

Walter Wehr*-CCNA

BS – University of Nebraska, Omaha

Miranda Cummings*-Cert. Voice Writer

Certified Court Reporter – Kansas Supreme Court, Topeka, KS

Riq Quinteros*-Residential Plumbing/HVAC

BA CTE – Pittsburg State University

Cynthia Pryor Lamkin* – Dental Assistant

AA – University of South Dakota

Luke Lang* – Welding

BS – Pittsburg State University

Bradley E. Price* – Machining

AA – Illinois Central College

*Indicates instructor in KBOR Approved Program

Board of Directors

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Adecco Employment Services, Owner

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Industry Representative

Craig Weinaug
Community Member

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Pat Slabaugh
Community Member

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