COLBY
COMMUNITY COLLEGE

CORRECTIONAL EDUCATION OPPORTUNITIES

In partnership with

Kansas
Department of Corrections

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IMPACT OF EDUCATION ON RECIDIVISM

In a 30-state study of 404,638 prison inmates, the Bureau of Justice Statistics found that 68 percent of released prisoners were rearrested within 3 years of release and 77 percent were rearrested within 5 years. However, participation in correctional education reduced recidivism (returning to prison) by 43 percent. The study found the recidivism rate for inmates who attained an associate's degree was 14 percent.

Mission Statement

Colby Community College educates and empowers correctional education students who seek opportunities to develop skills, acquire wisdom, and prepare for the responsibilities of citizenship as members of our communities.

About Colby Community College

Colby Community College offers a variety of one and two-year degree and transfer programs. From its humble beginning in 1964, which consisted of makeshift classrooms in downtown buildings, the college has blossomed into a dynamic institution of more than 1,900 students. In addition to a 56-acre main campus, CCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility. A pioneer in outreach education, CCC accommodates hundreds of off-campus students by offering classes in the 14-county service area, including classes at Norton Correctional Facility, and around the globe through ColbyConnect.

Colby Community College Correctional Education

Partnered with the Kansas Department of Education, Colby Community College has provided education opportunities to the residents of Norton Correctional Facility (NCF) since 2005. Currently, CCC offers two career and technical education programs, including a Telecommunications Network Technician certification, and an Associate of Applied Science in Sustainable/Renewable Energy. In addition, CCC maintains a partnership with the Southeast Kansas Education Service Center (Greenbush) to offer a variety of adult education services at NCF, including basic academic skills development, and GED preparation. Adult Education instructors also offer Work and Life Skills programming for NCF residents nearing release.

"EDUCATION IS THE MOST POWERFUL WEAPON YOU CAN USE TO CHANGE THE WORLD."

Nelson Mandela

Adult Education

Colby Community College strives to provide NCF residents with a foundational skills set that prepares them not just for the GED examination, but also for opportunities in a career field, college, or a career technical program. Upon entry into the Adult Education program, students are assessed to determine their current learning needs in math and language arts. CCC staff also work with students to set education and career goals and channel them through programs that meet their post-release needs and desires.

VALUE: $350,000

According to data from the Bureau of Labor Statistics, the average high school graduate earns $9,000 more per year than workers with less than a high school education. This adds up to $350,000 over the lifetime of a typical worker.

Method of Instruction

The primary mode of instruction for all CCC adult education classes is through live, face-to-face classes. Computer-based programs, textbook assignments, and one-on-one tutoring with Adult Education staff or resident tutors are occasionally used to supplement live instruction.

Student Recruitment and Placement

NCF residents who want to further their education and do not yet have a high school diploma should contact their unit team and ask them to submit a GED referral via the KDOC program referral system. The GED instructor, CCC program coordinator, NCF Staff, and Greenbush staff monitor the referral system periodically.

Potential students may also express interest in the class through the submission of a form-9 to the GED instructor. However, the potential student must still contact his unit team and have a referral submitted.

Considerations for student placement into class may include academic levels and needs, projected release date, pre-enrollment interviews, and KDOC disciplinary history.

Test of Adult Basic Education (TABE)

The GED instructor may administer the Test of Adult Basic Education (TABE) to potential students. This testing can be used to determine students' academic needs and to place them into appropriate classes. TABE testing uses the National Reporting System (NRS) levels, which consists of levels one through six, with level six being the most advanced.

Whenever possible, TABE results are used to group students into cohesive classes with students of similar academic needs.

The GED instructor also periodically re-administers TABE testing to current students to determine academic progress. When utilized, TABE testing is recommended after 45 hours of instruction and must be administered every 60 hours of instruction.

NCF Contact

CCC adult education staff's primary point of contact with the Norton Correctional Facility is the Re-Entry R^3 coordinator. Adult Education staff will work closely with the R^3 coordinator when setting class rosters and schedules. Adult Education staff may also occasionally coordinate with the Classification Administrator, and Deputy Warden.

Other Adult Education Staff Responsibilities

- Regularly conduct conferences with students for placement into classes, academic and career advising, goal setting and goal review.

- Coordinate with Career and Technical Education staff and the CCC Program Coordinator for the purpose of referring students for higher education, sharing feedback, and schedule planning.

- Communicate with the Director of Adult Education, Greenbush staff, and NCF staff regarding student progress, schedules, and class plans.

- Maintain record logs of student hours and test scores.

- Participate in professional development activities including Greenbush and CCC in-services, KDOC training, and other conferences, courses or activities approved or mandated by CCC, Greenbush, NCF or KDOC.

Adult Education Classes

GED Preparation

Placement: NRS levels 4-6

GED Preparation prepares students for the high school equivalency testing in math, language arts, science, and social studies. Instruction across all four content areas are infused with critical thinking and test-taking strategies. Career, employability, and technology skills are also stressed. After successful completion of all four tests, students earn a Kansas State High School Diploma from the Kansas Board of Regents.

Pre-GED

Placement: NRS levels 2-3

Academic Skills builds remedial skills in math and reading. Students develop reading comprehension skills and foundational math skills in operations, decimals, fractions, ratio, proportion, percent, probability, graphic literacy, and basic geometry. Critical thinking and technology skills are also emphasized. When students improve their NRS level up to level four, they move into GED Preparation.

Accelerated Opportunity Kansas (AO-K)

Each semester, six to eight GED students will participate in CCC's Accelerated Opportunity Kansas program, which offers students the opportunity to earn a career certification while simultaneously working toward their high school diploma. Adult Education and Career and Technical Education staff co-teach this program.

Work and Life Skills

Work and Life Skills offers students the opportunity to prepare for their life after incarceration with essential skills geared toward personal and professional self-development. The course covers foundational, contextualized workplace math and reading skills, financial literacy, employment skills, job search and application skills, job interviewing, and development of emotional and mental health skills. Students participate in mock job interviews and work with the NCF Jobs Specialist to create resumes.

Telecommunications Network Technician

About Telecommunications

Telecommunications Network Technician program students learn the set-up and maintenance of equipment needed to carry communication signals. This high wage and high demand career field is driven by increasing demand for high-speed internet, increasingly fast data services and high-resolution video.

According to the Bureau of Labor Statistics' Occupational Outlook Handbook, the median salary for Telecommunications equipment installers and repairers in 2019 was $57,910.

Program Information

This 15-credit-hour program offers students a certificate of completion credential from Colby Community College, as well as industry certifications including:

- Network Cabling Specialist – Copper-Based Systems
- Network Cabling Specialist – Fiber Optic-Based Systems
- Applied Systems Integration – Ground and Bonding
- Leviton Authorized Network Installer

The TNT certificate program is offered in fall and spring semesters. Summer sessions may be held depending on instructor availability and student demand.

Successful completion of the Telecommunications Network Technical program may count toward the internship requirement for Sustainable/Renewable Energy.

Method of Instruction

Instruction in telecommunications consists of live, face-to-face lectures and hands-on labs. Textbooks and tutors may be used to supplement lectures and labs.

Student Recruitment and Placement

The telecommunications program receives funding through the Accelerated Opportunity Kansas program. To be AOK eligible, students must be co-enrolled in both a GED program and a career technical education program. While some non-GED students may be admitted into the TNT program, most telecommunications students will be current members of the GED program.

The telecommunications instructor will work with the GED instructor to determine student appropriateness for placement into the TNT program.

Non-GED students who would like to be considered for placement into the TNT program should contact their unit team and ask them to submit a program referral via the KDOC program referral system. Referrals will be routinely monitored by the telecommunications instructor and also by the CCC program coordinator.

Appropriate candidates will be interviewed by the telecommunications instructor. Priority will be given to potential students who are within three years of release and who have had a clean KDOC disciplinary history for six months.

Telecommunications Classes

TC 100 Intro to Telecommunications

Connect with today's Business and Smart Home technologies by receiving hands-on training in business and intelligent communications systems. Topics covered include: the basics of home networking, automation, and security and entertainment systems. Learn skills ranging from setting up a home office to fine-tuning a home theater sound simply by moving speakers. This course provides an understanding of both todays and tomorrows Smart Home and Business Systems. It is also a must for careers in architecture, interior design, construction, installation, real estate, and other fields that frequently come into contact with these rapidly evolving technologies.

TC 101 Fiber Optic Based Systems

This course is a short-term, hands-on course that provides students with the skills and understanding necessary to land employment positions involving fiber optic connectivity as found in commercial and residential applications. Knowledge gained from this course is highly sought-after by professionals in the industry looking to hire entry level technicians. Students will learn the theory behind fiber optic transmission systems, as well as practice sharpening skills required for effective fiber cable termination and splicing. Other topics touched upon throughout the course are cabling standards, cable routing, cable placement, testing, and troubleshooting of fiber optic cabling systems.

TC 102 Copper Based Systems

This course is a short-term, hands-on course providing skills and knowledge desired universally by industry professionals for entry-level employment in the telecommunications connectivity field. Graduates are versed in all phases of installation and maintenance of copper networking systems to include data, voice, and video for both commercial and residential applications. Students work with actual cabling and connectivity devices as they terminate, test, and troubleshoot copper based data, voice and video systems as found in Business and Smart Homes. Also covered in the course are commercial and residential cabling standards, cable routing, and placement.

TC 103 Applied Systems Integrations

This course is an advanced course in the new Applied Systems Integration Series, designed to provide additional skill sets allowing for complete understanding of external and internal connectivity of data, voice, and video services. This program provides detailed information of the National Electric Code (NEC) as well as the responsibilities of the technician to correctly ground and bond a connectivity system. Integration with other C-Tech hardware provides a realistic home or small business connectivity system demonstrated within a classroom.

TC 104 Connecting to Business

Approach job interviews with confidence! The capstone course on employability helps students take the knowledge gained from other courses, and apply it to the job market. It is designed to give students a competitive edge as they enter the workforce. Upon completion of Connecting to Business, students will have set meaningful life goals, constructed a professional resume, and developed the qualities employers are seeking in potential job candidates. Students also explore the typical job progression in the telecommunications industry in order to further prepare them for a career in this field.

Alternative Energy

About Sustainable/Renewable Energy

Sustainable/Renewable Energy students gain proficiency in solar photovoltaic (PV) and wind technology. According to the Bureau of Labor Statistics' Occupational Outlook Handbook, "because wind electricity generation is expected to grow rapidly over the coming decade, additional technicians will be needed to install and maintain new turbines. Job prospects are expected to be excellent." The BLS reports that employment of wind turbine service technicians is projected to grow 57 percent by 2028. This is especially true in Kansas, where wind is the number one source of energy in the state, according to the American Wind Energy Association. The AWEA also notes Kansas ranks number two in the nation for the percentage of wind energy generation.

The BLS also reports a positive outlook for the solar photovoltaic industry. "The continued expansion and adoption of solar PV systems will result in excellent job opportunities, particularly for those who complete training courses on solar panel installation." According the BLS, employment of solar photovoltaic installers is projected to grow 63 percent by 2028.

In 2019 the median salary for wind turbine technicians was $52,910 and the median salary for solar photovoltaic installers was $44,890, according to the BLS.

Program Information

Students at Norton Correctional Facility have the option of a certificate program, which can be completed in one year, and an Associate of Applied Science degree, which can be completed in two years. Students who release before completion of their certificate or degree can also continue with the program through CCC's online Sustainable/Renewable Energy program.

Students move through the program's courses as a cohort. However, because the courses are not interdependent, students may begin in any semester. Classes are offered in the fall and spring semester. Additionally, some coursework may occur in a summer session as necessary.

Method of Instruction

Instruction of most courses in the Sustainable/Renewable Energy program will follow a hybrid model, combining live lectures and labs along with a tablet-based curriculum. As needed, some general education courses may be tablet-based only.

Student Recruitment and Placement

Student recruitment for the Sustainable/Renewable energy program begins with the KDOC program referral system. NCF residents who are interested in Sustainable/Renewable Energy should contact their unit team and ask them to submit a program referral. Residents may also send a Form-9 to the CCC program coordinator. However, they must also have their unit team submit a referral.

After referral, the program coordinator will set up an initial conference with potential students to discuss the program with them, and for the purpose of Federal Pell Grant eligibility screening. The students will then have an interview with the Sustainable/Renewable Energy instructor. If they are selected for the program, the program coordinator and CCC staff will begin the enrollment and Free Application for Federal Student Aid (FAFSA) processes.

Enrollment in Sustainable/Renewable Energy consists of 24 slots. As students complete or release, new students may begin at the beginning of a semester.

Consideration for placement into the program will depend on conferences and interviews with the program coordinator and instructor, KDOC disciplinary history, and release date. Priority will be given to students who release within five years.

The primary funding source for Sustainable/Renewable Energy will be the Second Chance Pell Grant, which enables CCC students at NCF to receive Federal Pell Grant funding to pay for tuition, fees, and books. To qualify, applicants must:

- be a U.S. citizen or eligible non-citizen
- have a valid Social Security Number or an Alien Registration Number
- not have previously been awarded a bachelor's, graduate, or professional degree
- be an undergraduate students enrolled full-time or part-time
- have a high school diploma or high school equivalency diploma
- not have a federal student loan in default or owe money on a federal student grant
- have registered for selective service by age 26
- not have been found guilty of drug possession or sale charges while receiving federal financial aid in the past
- not be serving a sentence of life without parole or a death sentence
- not have been (1) convicted or a forcible or non-forcible sexual offense, and (2) be currently subject to involuntary civil commitment following completion of a criminal sentence
- be able to demonstrate financial need

Alternative Energy Classes

AE 177 Energy Efficiency (3 Cr. Hr.)

This course enables the student to gain a fundamental understanding in energy conservation, energy efficiency, and energy auditing. The student applies techniques that will reduce the customer's utility bill. The student also proposes a solar photovoltaic array and/or wind turbine to further reduce the customer's utility bill.

AE178 AG/Rural Wind Applications (3 Cr. Hr.)

This course enables the student to understand practical field applications regarding the use of small wind turbines supplying electrical needs on farms and other rural environments. The student explores global applicants in developing countries and the use of small wind turbines in remote areas of the world.

AE 179 Community Wind (3 Cr. Hr.)

This course enables the student to understand the economics of incorporating community wind technology to reduce utility expense for groups, organizations, or single entities. The student applies an analysis of utilities and proper sizing of the turbines and matching customer electrical load to required number of turbines.

AE 180 Wind/Solar PV Hybrid Systems (3 Cr. Hr.)

This course enables the student to design and install hybrid wind/solar PV systems and incorporate them into an overall renewable energy plan. The student applies research of global hybrid applications and possible application in developing countries.

AE 181 Wind Turbine (3 Cr. Hr.)

This course enables the student to explore small wind construction from site analysis to the safety and maintenance of an installed system. The student explores the different types of small wind turbines, determining wind potential, system sizing types of towers and installation, and the essential steps toward a successful wind electric system.

AE 190 Electronics (3 Cr. Hr.)

This course enables the student to understand basic electrical principles and laws associated with resistance, power, voltage, and current. The student applies electric fundamentals that are pertinent to both wind and solar PV systems. The student explores topics including charge controllers, inverters, proper grounding and lock-out, tag-out requirements.

AE 199 Introduction to Construction (5 Cr. Hr.)

This course enables the student to gain knowledge in construction. The student explores the fundamentals necessary to advance to different areas in the industry such as Solar Photovoltaic Systems Installer, Wind Turbine Maintenance Technician, Alternative Energy, and many more majors in the construction industry.

AE 200 Solar PV Battery-Based (3 Cr. Hr.)

This course enables the student to explore battery-based solar photovoltaic systems. The student installs a battery bank for an AC coupled solar photovoltaic system as well as an off grid system. The student wires and tests the battery banks to determine the correct voltage on each system. The student gains hands on experience with a multi-meter.

AE201 Solar PV Technical Sales (3 Cr. Hr.)

This course enables the student to explore solar business and finance. Students study what it takes to enter the solar PV industry. Students learn about marketing and sales for solar integration businesses, electricity rates, savings, and incentive structures. The student is exposed to financial benefit analysis and financing options.

AE 241 Power Storage/Transmission and Conversion (3 Cr. Hr.)

This course enables the student to gain knowledge with battery-based systems. Students install, test, and commission a battery-based PV and/or wind system in the one day boot camp in this course. The student explores both stand-alone and grid-tied with battery back-up systems, and includes both AC and DC coupled systems. The student explores generators used as a back-up. The student practices battery safety, wiring, and maintenance, and will wire balance of system components including: combiner boxes, disconnects, power centers, controllers, battery banks, and inverters. Students set-up equipment, perform basic programming, and test components for specific battery-based applications. Students learn fundamental procedures for safe installation and commissioning practices.

AE 276 Introduction to Energy Technologies (3 Cr. Hr.)

This course enables the student to explore Alternative Energy, Biomass and Biofuels, Nuclear Power, Solar Power, and Wind Power. The student practices working on both stand-alone and grid-tied photovoltaic and wind turbine systems.

AE 277 Solar PV Fundamentals & Applications (3 Cr. Hr.)

This course enables the student to perform a site survey for a photovoltaic system. The student explores photovoltaic applications, installation planning, system components, and preparing proposals. The student explores how to effectively incorporate photovoltaic systems into stand-alone or interconnected electrical systems. The student practices using standard industry tools such as a Solar Path Finder, angle finder, irradiance meter, multi-meter, and temperature gun.

AE 279 Solar Photovoltaic Grid-Direct (3 Cr. Hr.)

This course enables the student to explore cells, modules, arrays, batteries, charge controllers, inverters, system sizing, and mechanical integration. The student practices using irradiance meter, multi-meter, and temperature gun. The student practices installing and testing system components.

AE 298 Internship (4 Cr. Hr.)

This course enables the student to gain real world hands-on experience outside of the traditional classroom and lab environment. The student performs work in the solar photovoltaic and/or the wind turbine industry. This course enables the student to gain 160 hours of training and experience to qualify him or her for permanent future employment in the industry.

Welding

About Welding

Welding students gain proficiency various types of welding. According to the Bureau of Labor Statistics' Occupational Outlook Handbook, in 2024 the median salary for welders was $51,000 and the median salary with 454,500 welders employed in the United States. The Kansas average salary for welders is slightly higher at $52,360 and considered a High Demand occupation.

Program Information

CCC Students at NCF are able to complete a Technical Certificate in two semesters (one year). In the event that a CCC welding student is transferred to another facility that has a welding program administered by another college, CCC would work with the student, the other college, and other facility to facilitate the student's transfer.

Students move through the program's courses as a cohort. Classes are offered in the fall and spring semester. Additionally, some coursework may occur in a summer session as necessary.

Method of Instruction

Instruction of most courses in the Welding program will be provided in a face-to-face, hands-on modality only. If students are unable to access the welding shop, some curriculum could temporarily be delivered in a hybrid or asynchronous format using a Learning Management System on student laptops, text assignments, and virtual welding. Excessive absences will result in dismissal from the program due to inability to access welders.

Student Recruitment and Placement

Student recruitment for the Welding program begins with the KDOC program referral system. NCF residents who are interested in Welding should contact their unit team and ask them to submit a program referral. Residents may also send a Form-9 to the CCC program coordinator. However, they must also have their unit team submit a referral.

After referral, the program coordinator will set up an initial conference with potential students to discuss the program with them, and for the purpose of Federal Pell Grant eligibility screening. The students will then have an interview with the Welding instructor. If they are selected for the program, the program coordinator and CCC staff will begin the enrollment and Free Application for Federal Student Aid (FAFSA) processes.

Enrollment in Welding consists of 24 slots. New students will begin each fall semester.

Consideration for placement into the program will depend on conferences and interviews with the program coordinator and instructor, KDOC disciplinary history, and release date. Priority will be given to students who release within five years.

The primary funding source for Welding will be the Second Chance Pell Grant, which enables CCC students at NCF to receive Federal Pell Grant funding to pay for tuition, fees, and books. To qualify, applicants must:

- be a U.S. citizen or eligible non-citizen
- have a valid Social Security Number or an Alien Registration Number
- not have previously been awarded a bachelor's, graduate, or professional degree
- be an undergraduate students enrolled full-time or part-time
- have a high school diploma or high school equivalency diploma
- not have a federal student loan in default or owe money on a federal student grant
- have registered for selective service by age 26
- not have been found guilty of drug possession or sale charges while receiving federal financial aid in the past
- not be serving a sentence of life without parole or a death sentence
- not have been (1) convicted or a forcible or non-forcible sexual offense, and (2) be currently subject to involuntary civil commitment following completion of a criminal sentence
- be able to demonstrate financial need

Welding Classes

WD155 OSHA Safety 10 (1 Cr.)
This course focuses on OSHA standards and ensuring proper safety techniques.

WD120 Oxy-Acetylene and Safety None (3 Cr.) Prerequisite: WD155 OSHA 10.
Course topics include oxy acetylene welding, cutting, and repair. The safety rules and interpretation emphasizing the correct use of oxy-acetylene equipment are covered. This class delves into the technology of systems used in modern welding, manufacturing, construction, power/energy, transportation, fabrication, and piping processes.

WD130 Gas Tungsten Arc Welding Reading (3 Cr.) Prerequisite: WD155 OSHA 10.
This lab-based course is designed to give students practical work experience working with GTAW/TIG welding. Students will learn to properly set up and operate GTAW/TIG welding equipment and weld in all pipe positions.

WD140 Shielded Metal Arc Welding (3 Cr.) Prerequisite: WD155 OSHA 10. Course topics include the SMAW process, the safe and correct setup of the SMAW workstation, associate SMAW electrode classifications, the demonstration of proper electrode selection, how to perform basic SMAW welds on selected weld joints, and how to perform an accurate visual inspection of welds.

WD160 Gas Metal Arc Welding (3 Cr.) Prerequisite: WD155 OSHA 10.
This lab-based course is designed to give students expanded practical work experience in GMAW. Students studying the GMAW process's various components will learn to properly set up and operate MIG welding equipment to weld 1F, 1G, 2F, and 2G positions.

WD180 Pipe Layout and Blueprint Reading (3 Cr.) Prerequisite: WD155 OSHA 10, WD130 GasTungsten Arc Welding, WD140 Shielded Metal Arc, WD160 Gas Metal Arc Welding.
This course spans the study of industrial production and fabrication of piping formations and processes. Emphasis is placed on terminology, symbols, and industry-standard welding processes. Students will demonstrate their ability to interpret industry plans and drawings and apply fabrication and layout skills.

WD210 Advanced Gas Tungsten Arc Welding (4 Cr.) Prerequisite: Level I Certification.
Course topics include the GTAW/TIG gas tungsten welding process, demonstration of the safe and correct set up of the TIG workstation, the relationship between the TIG electrode and filler metal classifications, the building of proper electrode and filler metal selection and use, the build pads of weld beads with selected electrodes and filler material in the vertical and overhead positions, basic TIG welds on selected weld joints, and the proper visual inspection of TIG welds.

WD220 Advanced Gas Metal Arc Welding (4 Cr.) Prerequisite: Level I Certification.
Course topics include the GMAW/MIG process, the safe and correct set up of the MIG workstation, associate MIG electrode classifications with base metals, joint criteria, the demonstration of proper electrode selection, the building of pads of weld beads with selected electrodes in the vertical and overhead positions, basic MIG welds on selected weld joints, and the proper visual inspection of MIG welds.

WD240 Advanced Shielded and Metal Arc Welding (4 Cr.) Prerequisite: Level I Certification.

Course topics include the SMAW process, demonstration of the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria, the demonstration of proper electrode selection and use, the building of pads of weld beads with selected electrodes in the vertical and overhead positions, perform basic SMAW welds on selected weld joints, and perform a proper visual inspection of welds.

WD260 Specialized Welding (4 Cr.) Prerequisite: WD210, WD220, and WD240.
Through classroom and/or lab learning assessment activities, students will: demonstrate skills learned in the previous beginning and advanced welding classes by demonstrating knowledge of GTAW, BMAW, and SMAW.

Forklift

About Forklift

Forklift students learn the basics of driving and operating a forklift as well as the safety in doing so. Forklift operators are necessary and needed in several work environments. This program earns residents program credit as designated by KDOC.

Program Information

CCC Students at NCF are able to earn a Forklift Certification through this coursework. This certification allows individuals to operate industrial vehicles in warehouses and factors as well as construction sites and loading centers.

A maximum of ten (10) students move through the program's courses as a cohort. Classes are offered regularly during fall, spring, and summer semesters.

Method of Instruction

Forklift Certification will be provided in a face-to-face, hands-on modality only.

Forklift Classes

FO100 Introduction to Forklift Operation (1 Cr.)

This course is designed to provide aspiring forklift operators with the fundamental knowledge and practical skills needed to safely and efficiently operate a forklift in various industrial and warehouse settings. This comprehensive course will cover essential topics such as forklift components, safety guidelines, basic maneuvers, and hands-on training to ensure that participants are well-prepared to enter the field of forklift operation.

FO101 Intermediate Forklift Operation and Safety (1 Cr.)

This course is designed to build upon the foundational skills of forklift operation. Participants will expand their knowledge and abilities to handle more complex tasks, navigate challenging scenarios, and further enhance their safety awareness. The course includes advanced maneuvers, load-handling techniques, safety refinements, and exposure to intermediate-level operational challenges.

FO102 Advanced Forklift Operation and Safety (1 Cr.)

This course is designed for experienced forklift operators who are looking to enhance their skills, improve their efficiency, and deepen their understanding of complex forklift maneuvers and safety protocols. This comprehensive course goes beyond the basics and focuses on advanced techniques, specialized operations, and critical decision-making in demanding industrial and warehouse environments.

Student Expectations and Recognition

Resident Tutors

CCC adult education and career technical education instructors may occasionally utilize NCF resident tutors to assist with classes. Tutors may be hired with the permission of NCF Administration (Warden, Deputy Warden, and Classification Administrator), and can be dismissed at any time. Tutors will sign the CCC Correctional Education Tutor Agreement. A copy is provided at the end of this handbook.

Program Participation Agreement

All Colby Community College students at NCF will sign a Program Participation Agreement. Instructors will give the students a copy of the agreement, and another copy will be kept on file in the Education Office. A copy of the agreement is provided at the end of this handbook.

If students violate program rules or KDOC rules while in a class, the instructor has the option of taking disciplinary action. Disciplinary Reports must be submitted to the Shift Office within 24 hours of the time of the alleged offense. The Disciplinary Report form can be found on the KDOC Application Portal.

Instructors may obtain a copy of the Inmate Rule Book from the Staff Development Office.

Graduation!

When possible, Colby Community College and Greenbush will recognize graduates of its NCF programs with a ceremony. Students will be recognized for the following accomplishments:

- GED
- Telecommunications
- Sustainable/Renewable Energy Certification/A.A.S

CCC students are permitted to have two guests from their visitor lists present at their NCF graduation ceremony. The student will need to submit the names of their guests to their instructor or the CCC program coordinator one week prior to graduation. The instructor or program coordinator will turn the list of names into the Major for approval.

Also invited to attend will be: CCC faculty, staff, and administration; and KDOC/NCF Administration and staff.

CCC Correctional Education Participation Agreement

1. I understand I am to attend each class.
2. I understand I am to be on time to each class, and stay in class for the duration of each class.
3. I understand I am to complete all in-class assignments, and all homework assignments to the best of my ability.
4. I understand I am to remain awake and alert and participate in each class.
5. I understand I am to maintain a positive, professional, respectful attitude toward the instructor, staff, and my fellow students. This includes only talking when appropriate, talking at a respectful volume, avoiding profanity, and not being disruptive in any other manner.
6. I understand I am to be respectful to all education property. I will take good care of any books or technology checked out in my name, return any materials loaned to me (pencils, calculators, etc) before leaving the classroom, will not write on the desks, and will take good care of all other property in the education building.
7. I understand I am to follow all KDOC rules while in class.
8. There will be only one student allowed in the hall and restroom at a time.
9. I understand there may be other rules and requirements the instructor or staff may deem necessary for the class.
10. I understand I am here to learn and I am expected to take full advantage of this opportunity. It is also expected I will not do anything which might interfere with anyone else's learning opportunity.

Failure to abide by any of these rules may result in disciplinary action and removal from the program. Warnings *may* be given when appropriate, but warnings are not required before disciplinary action and removal from the program. By agreeing to participate in this program, you are agreeing to follow all rules at all times.

Name (Please print): _____

Signature: _____ Date: _____

Education Building Rules

1. Restricted Areas: Students attending classes in the Education Building are allowed to be in their assigned classroom, the inmate restroom, and the hallway on the floor of their classroom. All other areas inside the Education Building, including the second floor, shift office and SST office are restricted areas to students while they are in class.
2. Entering and Exiting: Students must enter and exit the building through the north door (the rear door facing the chow hall).
3. Break: During break time after lunch, students may be in the first floor hallway or on the front porch (students may use the south door at this time).
4. Only one inmate is allowed in the restroom at a time.
5. Food and drink: Students are not allowed to bring food to the Education Building. Students may bring drinks.
6. Personal items: Students may not bring personal property to the Education Building. Students may bring pencil, pens, paper, textbooks, and other assigned education materials.
7. Dress: The Education Building is a heated and air conditioned building. Students may not wear shorts or sweats.
8. Education/KDOC property: Please be respectful of all education and KDOC property. Students may not write on the tables.
9. All other KDOC rules apply within the Education Building.
10. Other rules may be added as needed.

Failure to follow any of these rules may result in disciplinary action and removal from your program.

CCC Correctional Education Tutor Agreement

As a tutor, I understand my role is help all students in my assigned class better understand the concepts being taught by the instructor. Tutorial assignments are temporary and may be ended at any time. During my work as a tutor, I will adhere to the following:

I will maintain a positive, professional attitude toward instructors, staff, and students.

I will be a positive leader in the classroom, and model appropriate employment skills.

I will help all students without showing preference to any one student or group of

students. I will ask questions that may help enhance my understanding of material.

I will come to my assigned class prepared and on time and complete assigned tasks to the best of my ability.

I will abide by all classroom rules as set by the instructor, CCC staff, and KDOC staff.

I will follow all KDOC rules while performing my duties as a tutor.

I will be patient and supportive of all students and maintain focus on helping everyone achieve their academic goals.

I will take advantage of opportunities to continue learning, as all students and instructors are expected to do the same.

I will not compromise the academic integrity of any student. I will not give students answers to assignments and tests.

I will not attempt to access confidential student records, such as grades or test scores.

Name (Please print): _____

Signature: _____ Date: _____