Electronics Technology Program

Program Technical Standards and Policies Regarding Students with Disabilities

F. Takahashi & S. Du
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1.0. Facility

The Technology Building that houses the electronics program was completed in 2000 and complies with all ADA requirements in effect at that date. Our external doors are not switch-activated.

2.0. Program Policies

The program has accommodated students with disabilities in the past and complies with campus policies regarding these students. The program’s instructors have had some professional development in recognizing problems but are not qualified nor certified to identify and handle students who do not declare disabilities or students with special disabilities.

3.0. Program Requirements

The electronics program trains students for a cluster of jobs in electronics that may have a diverse range of technical and physical skills requirements. The SLOs (Student Learning Outcomes) for the courses and program must be fulfilled for successful completion. Students must keep up with the academic material, complete labs and projects that require critical thinking and manipulative skills, and be able to communicate and interact as a member of a team.

3.1. Program Entry Requirements

Any student, including those with a disability, must meet academic program prerequisites or test into that level of course work.

- Compass* placement into MATH 103 or higher or “C” or higher in MATH 25
- Compass* placement into ENG100 or “C” or higher in ENG 22.

*UH Community College placement test.

See campus catalog for more details.  [http://info.kauaicc.hawaii.edu/catalog_09/index.htm](http://info.kauaicc.hawaii.edu/catalog_09/index.htm)

3.2. Recommended Preparation

Classes in intermediate algebra, expository or technical writing, computer literacy, electronics principles, and science courses help prepare students for the program.

3.3. Costs (not including Tuition)

Books and equipment: Ranges from $1,000 to $1,500 depending on courses taken. Owning a scientific calculator and a PC is highly recommended.
4.0. Program Technical Standards

The standards documented below are the minimum expectations for a student seeking successful completion of courses, certificates, and the Associate in Science degree in the Electronics Technology program.

4.1. Critical Thinking Skills

- **General:** Integrate the knowledge learned in the electronics/computer/networking courses with critical thinking skills to analyze, maintain, troubleshoot, and repair circuits and systems.

- **Specific:** Students must be able to learn and integrate information from lectures, textbooks, technical documents, and internet research. Use critical thinking and logic in:
  - Circuit analysis, network design, and project assembly or fabrication.
  - The installation and maintenance of circuits, computers, and network and multimedia systems.
  - The programming and configuration of computers and network equipment.

4.2. Sensory/Observation Skills

- **General:** All sensory modalities (vision, hearing, smell, touch) are used when operating and testing circuits and systems.

- **Specific:** The student must be able to:
  - Visually inspect components, read test instrumentation outputs, and observe the results of tests.
  - Hear audio trouble codes and warning signals.
  - Distinguish basic colors.
  - Judge distances and space relations of objects.
  - Sense heat in components and systems and smell burning or overheated components.

4.3. Motor Skills

- **General:** Possess adequate mobility and manual dexterity to perform the tasks common in electronics, computer technology, and networking.

- **Specific:** The necessary manipulative skills are:
  - Dexterity and the ability to push component leads and wires into a “breadboard”.
  - The ability to attach probes into live circuits and manipulate test instrument controls to monitor the circuit, read the instrument’s output information and verify the operation of the electronic circuit or the status of a system.
- The ability to handle a soldering iron while manipulating solder or de-soldering pump.
- The ability to remove and replace failed components and small parts.
- Hand strength to crimp terminals on to cables.
- The ability to use power tools such as drills, power screw drivers, drill presses, band-saws, sanders, shears, etc.
- Keyboarding skills to enter commands into keypads or keyboards for the purpose of configuring computers, routers, switches and other computer and networking equipment.
- Dexterity with a mouse, trackball, or digitizer to produce drawing on CAD or build circuits by dragging components and connecting them for computer circuit simulation.
- Lift and transport equipment and materials as necessary

### 4.4. Communication Skills

- **General:** Communicate effectively in writing and orally for the purpose of gathering and conveying information.

- **Specific:** The student must be able to:
  - Write technical reports and document work effectively using current software applications.
  - Express information coherently and do presentations using current digital and multimedia methodologies.

### 4.5. Behavioral Skills

- **General:** Demonstrate the social and personal responsibilities embodied in the program and course SLOs and required in any job environment.

- **Specific:** Desirable student behavior.
  - As part of the work ethic, demonstrate initiative, a willingness to learn, and a helpful, positive, and cooperative, team-oriented attitude.
  - Be a self-starter able to work with minimal supervision.
  - Put in the necessary time and persist in the effort to complete the assigned tasks.
  - Follow through with responsibilities.
  - Pay attention to details and maintain high quality standards in all endeavors.

### 4.6. Environmental Tolerance

- **General:** Function effectively and safely in the laboratory/shop and field service jobs.

- **Specific:** Work Environment.
  - Tolerance for prolonged work with electrical, electronic, computer, and networking equipment.
- Ability to work in noisy, dusty environments using hand and power tools to fabricate projects.
- Ability to work in confined spaces and at varying heights.
5.0. Accommodations for Students with Disabilities

The requirements above, document the minimal requirements for successful course and program completion.

In compliance with campus and system ADA policies, the program will work with the Office for Students with Disabilities to provide “reasonable accommodations” to any student with a “documented disability” who has met the Electronics Program entry requirements. Students with a disability seeking more information on how to receive reasonable accommodations can call Counseling and Advising at 245-8212 to set up and appointment.

Extra time can be given for test and task completion but the inability to meet testing or project quality standards may impact on the successful completion of the course.

6.0. Procedure for Responding to Student Problems

6.1. Early Alert

When problems arise with any student, an “Early Alert” referral is processed. The Early Alert office sends the referral to the program counselor who contacts the student to find a solution.

6.2. Acute Problems

The electronics department procedure for handling the “acute” problems of its students (both physical and psychological) are as follows in order of the severity of the problem:

6.2.1. If problem is at a “crisis level” where there is danger of the person harming his or her-self or harming others, call 911 and inform the Vice Chancellor for Administrative Affairs at 245-8230 and the Vice Chancellor for Academic Affairs at 245-8229.

6.2.2. For less severe problems that require timely intervention call Kauai Community College’s Wellness Center at 245-8307.
   • The center will make an assessment and make the appropriate referrals to a certified nurse, community mental health, or even UHM counseling center.
   • The Wellness Center is open only during limited hours during the day. After hours, call the following numbers.
     o Tracy Stogner, Nursing Instructor 245-8247
     o Charlene Ono, Nursing Division Chair 245-8310
   • Call the Vice Chancellor for Administrative Affairs at 245-8230 and the Vice Chancellor for Academic Affairs at 245-8229.

6.3. Acute Problem That Becomes a Chronic Problem That Impacts the Class Environment

If there is no adequate solution by the Wellness Center or the administration and the problems continue with various levels of severity, notify UH Manoa’s Counseling & Student Development Center at 808 956-7927. It does outreach to the community colleges that are not able to provide services to students with problems.
See also: Kauai Community College “Resource List of Community Mental Health Practitioners & Institutions”. Available at Student Services.

7.0. Summary and Additional Information

The Electronics Technology program does not discriminate nor discourage disabled students from enrolling in its courses or program but potential students should be aware of the requirements necessary for the successful completion of courses and/or program. Reasonable accommodations will be made but successful completion requires meeting the specific standards and learning outcomes of the course or program.

For more information contact Student Services at 808 245-8212, 808 245-8274, or 808 245-8313