



## Attendance Policy

Each technical instructor will set the attendance policy in his or her course and/or program. In most cases, attendance and general participation are utilized in the grading formula. As attendance is required in the workplace, it also is emphasized at Washburn Tech in the development of skilled and reliable workers.

## Entry Requirements

WorkKeys is a job skills assessment system that helps employers select, hire, train, develop and retain a high-performance workforce. This series of tests measures foundational and soft skills and offers specialized assessments to target institutional needs. If you already have taken other exams, such as CASAS, ACT or COMPASS, [click here](#) [LINK TO equivalent math/reading scores pdf] to find out whether you scored high enough to test out of a WorkKeys exam.

WorkKeys Requirements	Computer Repair & Computer Networking
Applied Math	Level 5
Reading for Information	Level 5

[Testing Schedule](#) [LINK TO testing schedule pdf]

[Apply Now](#) [LINK TO Application pdf]

## Uniforms

The dress code in this program is business casual. Computer repair and networking students are expected to wear properly fitting apparel that is suitable to this area of work. You must wear slacks while in class. Blue jeans are not appropriate. All shirts must have a collar and will be buttoned and tucked. Closed-toed shoes are required. Sandals are not acceptable.