

Information Guide



Komatsu ACT Program

Associate in Applied Science Degree
With Major in Diesel and Heavy Equipment

<https://osuit.edu/komatsu>

KOMATSU DISTRIBUTOR LOCATER

<http://www.komatsuamerica.com/distributor-locator>

Sponsored By
Oklahoma State University Institute of Technology
Komatsu America Corp
Komatsu Distributors



***INSTITUTE OF
TECHNOLOGY***



Why Should You Join The Komatsu Team?

The heavy equipment industry has become one of the world's most technologically advanced fields with a high demand for skilled technicians who diagnose, repair, test and perform maintenance on these high-tech machines.

Komatsu America Corp. is a U.S. subsidiary of Komatsu Ltd., the world's second largest manufacturer and supplier of earth-moving equipment including construction, mining, and compact construction equipment. Through its distributor network, Komatsu offers a state-of-the-art parts and service program to support its equipment.

OSU Institute of Technology offers the first of only two Komatsu Advanced Career Training programs in the country. Students in the program learn from faculty who have industry experience, training on state-of-the-art equipment.

Sponsorship in the Komatsu ACT program also means paid internships at participating Komatsu dealers with almost guaranteed job placement upon graduation.

TABLE OF CONTENTS

CONTACT PERSONS	4
KOMATSU DISTRIBUTOR LOCATOR	4
PROGRAM OBJECTIVE	5
PROGRAM PURPOSE	5
PROGRAM STRUCTURE	5
PROGRAM CURRICULUM	6
PURPOSE OF THE INTERNSHIP	6
STUDENT QUALIFICATIONS	6
ADMISSIONS CHECKLIST	7
ADMISSION OF TRANSFER STUDENTS	8
IMPORTANT DATES	8
RESPONSIBILITIES OF PARTICIPANTS	9
STUDENT SELECTION PROCEDURES	10
TOBACCO USE IN UNIVERSITY BUILDINGS AND GROUNDS	10
STUDENTS WILL HAVE ACCESS TO CESSATION ASSISTANCE	10
FINANCIAL ASSISTANCE	10
ESTIMATED COST PER SEMESTER	11
NONRESIDENT ACADEMIC SCHOLARSHIP	12
KOMATSU DISTRIBUTOR INFORMATION	13
TYPICAL SCHEDULE FOR KOMATSU ACT	14
KOMATSU REQUIRED TOOL LIST	15
FINANCIAL AID WEB SITES	16
SCHOLARSHIP RESOURCES ON THE WEB	16
SPONSOR COMMITMENT FORM	18
THIRD PARTY BILLING APPLICATION	20

Oklahoma State University Institute of Technology

Komatsu ACT Program

<https://osuit.edu/komatsu>

CONTACT PERSONS

Terryl Lindsey

Dean
OSU Institute of Technology
1801 E. 4th St.
OKMULGEE, OK 74447
(918) 293-4730
terryl.lindsey@okstate.edu

Hector Garrido-Guevara

Faculty
OSU Institute of Technology
1801 E. 4th St.
OKMULGEE, OK 74447
(918) 293-4726
hectofg@okstate.edu

Chad Shephard & Ben Sitton – Oklahoma,

Texas
Technical Trainer/Recruiter
Kirby-Smith Machinery Inc.
6715 West Reno
Oklahoma City, OK 73127
(405) 495-7820
cshephard@kirby-smith.com
bsitton@kirby-smith.com

Doug Mehner – Kansas, Missouri

Corporate Service Manager
Road Builders Machinery and Supply Co.
1001 S. 7th Street Trafficway
Kansas City, KS 66105
O (913) 371-3822
C (913) 915-1607
dmechner@roadbuildersmachinery.com

Steve Sanders—Kansas Southern Missouri

Quality Control/Training Manager
Berry Tractor and Equipment Co.
Wichita, KS 67213
(316) 943-4246
ssanders@berrytractor.com

Matthew Pruss—Utah

Director of Human Resources
Komatsu Equipment Company
2465 West California Ave
Salt Lake City UT 84104
(801) 952-4713
matthewp@komatsueq.com

Santiago Baustista – Arizona, California,

Mexico, New Mexico, Texas
Recruiter
Road Machinery, LLC
4710 E. Elwood Ste.6
Phoenix, AZ 85030
(602) 256-5119
sbautista@roadmachinery.com

Clint Butler –Texas

Senior Technical Trainer
Waukesha-Pearce Industries, Inc.
12320 South Main
Houston, TX 77235
(281) 413-8995
butler@wpi.com

Steve Fielder—Mississippi

Training/Safety Director
Lyle Machinery
7515 US HWY 49 North
Hattiesburg, MS 39402
(601) 296-7556
sfielder@lylemachinery.com

KOMATSU DISTRIBUTOR LOCATOR

<http://www.komatsuamerica.com/distributor-locator>

Komatsu ACT Program

PROGRAM OBJECTIVE

The Komatsu ACT (Advanced Career Training) Program is a cooperative two-year college level Student Technician education program which leads to an Associate in Applied Science degree with a major in Komatsu Service Technology. The School of Diesel and Heavy Equipment at OSU Institute of Technology, working in close relationship with Komatsu America Corp., administer the program activities. The Komatsu ACT Program is exclusively by and for Komatsu Distributors.

KAC (Komatsu America Corp.) is pleased to announce that starting with the 2011 graduating students, in addition to their Associate in Applied Science Degree, graduates will also receive their first level technician career path certificate recognizing them as a certified Komatsu Technician. Therefore, in addition to the core credit hours completed at OSU, these students will complete the KVC (Komatsu Virtual Campus) online training courses, one new model course, and two years of employment that are required for this level of certification. With more KAC training and more experience Komatsu Technicians can acquire Advanced Technician, Senior Technician and Master Technician certifications while working for a Komatsu distributor.

The KVC online courses completed by OSUIT students include: Introduction to Komatsu Service; Basic Four Main Products – Structure and Function; Basic Four Main Products – Operation; Foundation of Hydraulics; Foundation of Electrical; Foundation of Engines; Foundation of Power Train; Foundation of Undercarriage; Study of Failure Investigation; FOWA (Fuel, Oil, Water, Air diagnosis); Advanced Engine; Advance Electrical; Advance Hydraulics; Advanced Undercarriage; Advanced Powertrain; Advanced AC/DC Electricity.

KAC believes that incorporating this career path certification process into the curriculum at OSU will assist the distributors with the ongoing process of certifying their technicians, while benefitting the graduating technicians with enhanced Komatsu product knowledge and the recognition of being a certified Komatsu Technician in the KAC distributor network.

PROGRAM PURPOSE

The purpose of this Distributor program is to upgrade the technical competency and professional level of incoming Komatsu service technicians. It will train Komatsu students to analytically diagnose, service and maintain Komatsu products using recommended procedures, special tools, and service information. It will provide course content that will enable successful graduates to advance in position after additional experience, and to understand new systems and components as they are introduced.

PROGRAM STRUCTURE

The two-year, six semester program incorporates approximately one-half of the time designated for technical / academic education at OSU Institute of Technology. The remaining time is allocated for on-the-job experience at sponsoring Komatsu distributors. Each block of technical education and general education course work is followed by an immediate distributor work experience time period that reinforces the technical education. These time periods are approximately 7 ½ weeks in length each. It is essential for the success of the program that the students' education at OSU Institute of Technology and Komatsu distributor work experiences be closely aligned for maximum student learning and retention.

Since considerable time is spent at the distributor, it is a requirement of the program that students have a sponsoring Komatsu distributor prior to enrollment. The primary responsibility for the distributor is to provide training-related employment for the students during their distributor learning / work experience internship.

All tuition, fees, textbooks, travel expenses and housing costs are the responsibility of the student. In addition to these costs, the students are required to purchase a prescribed tool set if they do not already have one. Distributors may make other expense sharing agreements with students, at the discretion of the distributor.

PROGRAM CURRICULUM

Technical training on Komatsu equipment components includes the latest developments in: Engines; Hydraulics; Power Trains; Electrical and Electronic Systems; Test Procedures and Diagnostic Tools.

In addition to the technical curriculum, courses will be offered in areas such as Math, Composition/Technical Writing, Psychology, U.S. History, U.S. Government, Business and Ethics to provide students with the background necessary for effective communication of ideas and the development on interpersonal skills.

PURPOSE OF THE INTERNSHIP

The internship allows students to apply, in a real world setting, what they have learned during the previous classroom/lab sessions. In addition, students become familiar with the distributor environment, its organizational structure, and the competencies that are expected of a professional service technician.

STUDENT QUALIFICATIONS

Prospective students must be:

1. 18 years of age (or older) by the time of the first internship.
2. High School Graduate, or GED
3. Able to meet OSU Institute of Technology and Komatsu admission and academic requirements.
4. Sponsored by a Komatsu Distributor.
5. Possess a valid driver's license and maintain an employable driving record.
6. Willing to take a drug test if requested by Distributor sponsor.
(NOTE: for many distributors this is a requirement for employment).

ADMISSIONS CHECKLIST

Regular Admission – applies to students who have never attended college. This also includes students who earned college credit through Cooperative Alliance or Concurrent Enrollment while in high school. GED, Home-Schooled, and students under 21 years of age who never attended college fall in this category.

- Complete and submit an OSU Institute of Technology Application for Admission on line at: <https://admissions.osuit.edu/apply/> or print, complete and mail the form provided at: <https://osuit.edu/admissions/requirements>
- Obtain a Personal Identification Number (PIN) to sign online at www.pin.ed.gov. (If you are a dependent student, a parent will need a PIN as well) Complete the Free Application for Federal Student Aid (FAFSA) available at www.fafsa.ed.gov. **The OSUIT school code is 003172.** Once our office receives your information, we will notify you if additional information is needed and/or send your award letter.
- Submit official high school transcript/GED
- Submit ACT or SAT scores.
- ACCUPLACER testing may be required for placement purposes (all students will be required to take Accuplacer assessment unless they can prove proficient in a subject area with ACT sub scores in math, reading, writing or science scores of 19 or above or have transfer credits. Accuplacer testing is a computer-generated assessment administered through the [Assessment Center](#) at OSUIT, which can be contacted at 918-293-5254.

Accuplacer sample questions at: <http://www.accuplacer.collegeboard.org>

Additional Accuplacer Skills Reviews at: <https://osuit.edu/assessment>
- Provide a copy of Immunization records or complete the Immunization Record Form or the Certificate of Exemption: <https://osuit.edu/campus-health>
- Residential Life: Complete room and board contract – Single and Nontraditional Students Room and Board Contract for single students, Family Housing University Apartments Contract if you plan to have your family with you at OSUIT. Contact the Office of Residential life at 918-293-4939 or view the contracts here: <https://osuit.edu/prospective-residents>.
Students are encouraged to apply for campus housing early. To reserve space in campus housing, students must make a deposit of \$150 (\$500 for family apartments) through the Bursar's office, which can be contacted at 918-293-5226.
- Veterans need to visit with the OSUIT Veteran Service Office at 918-293-4972 or via email at vetservices@okstate.edu
- Complete enrollment through the School of Diesel and Heavy Equipment by contacting 918-293-4710, 918-293-4730, or 918-293-3800.
- Have your student ID card made. Take your class schedule to the front desk of the Grady W. Clack Center.
- Approximately 48 hours after making application to OSUIT, you will create an O-Key account at <http://okey.okstate.edu>. You will utilize the email address you submitted on your application. Once you have created your O-Key account, you may request a Banner PIN (via email or text), contact your advisor listed in the front of this information guide.

ADMISSION OF TRANSFER STUDENTS

View admission criteria at: <https://osuit.edu/admissions/requirements>

Important Dates

January 2018

- New Financial Aid Applications Are Available
- OSU Institute of Technology Scholarship Applications Available
- OSU Institute of Technology Admission Applications Available

January 31, 2018

- Family's Receive W-2 Forms And Begin To Prepare Tax Returns So Financial Aid Applications Can Be Completed.

February 1, 2018

- Students Begin Submitting OSU Institute of Technology Admission Applications.
- Begin Completing Free Application For Federal Student Aid (FAFSA).
- Students Should Be Making Plans to Take the ACT or SAT Test

May 23, 2018

- Enrollment Begins For Fall Term. Enrollment will continue through September 2.

October 24, 2018

- Move-in Day for Freshman Komatsu Students

October 25, 2018

- First Day of Classes for Freshman Komatsu Students

December 14, 2018

- Final Day of Fall Class work for Freshman Komatsu Students on OSUIT campus.

For More Information please call:

Terryl Lindsey, Dean, School of Diesel & Heavy Equipment.....	(918) 293-4730
School of Diesel and Heavy Equipment.....	(918) 293-4710
Student Financial Services.....	(918) 293-5290
Admissions Office	(918) 293-4680

RESPONSIBILITIES OF PARTICIPANTS

OSU Institute of Technology

1. Provide faculty dedicated to the Komatsu ACT Program.
2. Provide necessary time to initially train and update the faculty.
3. Provide facility dedicated to the Komatsu ACT Program; classrooms, labs, etc.
4. Provide advisement for Komatsu ACT Program students.
5. Maintain up-to-date tools and equipment, including basic tool list.
6. Grant the Associate of Applied Science degree in Komatsu Service Technology to graduates.
7. Inform sponsoring distributors of student progress.
8. Assist distributors with student selection and recruitment.
9. Conduct student visitations during internships.
10. Establish a Komatsu Advisory Committee for curriculum and content.
11. Schedule Advisory Committee meetings.
12. In general, oversee student recruitment and selection process.

Komatsu America Corp.

1. Encourage distributor cooperation and support.
2. Assist in locating and selecting Komatsu faculty.
3. Provide Komatsu training for faculty.
4. Furnish OSU Institute of Technology with Komatsu equipment and components.
5. Provide OSU Institute of Technology with essential training materials, including audio visuals, student booklets, instructor guides, shop manuals, necessary mock-ups, simulators, software, etc.
6. Monitor curriculum to assure success.
7. Provide \$300.00 per semester scholarship to distributor-selected students.
8. Provide \$600.00 tool reimbursement to OSU for each distributor-sponsored student.

Komatsu Distributors

1. Agree to act as a sponsoring distributor.
2. Distributors ensure that OSU sponsored students are enrolled in the KVC system with the role of Service–Other prior to the start of class
3. Recruit, interview and select prospective student(s)
4. Provide distributor coordinated internship experience in accordance with the program schedule.
5. Provide related Internship experiences that supplement the student's most recent instruction.
6. Agree to pay the student during periods of internship.
7. Provide work uniforms for student consistent with distributor policy both while at school and at the distributor.
8. Provide any other benefits in a manner consistent with other student employees sponsored by the same distributor.
9. Assist in obtaining equipment and training aids.
10. Participate in the Advisory Committee meetings.
11. Perform student evaluation during internship.

STUDENT

1. Obtain and maintain a Komatsu Distributor Sponsor throughout the program.
2. Provide sponsoring Komatsu Distributor with responsible and productive work effort.
3. Participate in all learning activities at scheduled times.
4. Complete Komatsu Virtual College Career Path Certificate online courses.
5. Maintain academic standards and adhere to academic policies according to OSU Institute of Technology policy.
6. Maintain distributor attendance standards.
7. Be responsible for program cost: tuition, fees, books, tools, housing, etc.
8. Wear work uniforms, safety glasses and recommended personal safety equipment during campus class/labs and distributor internship experiences.

STUDENT SELECTION PROCEDURES

1. Students who wish to become a member of the Komatsu ACT Program should make application early in the spring semester (January – March) if possible. This will allow time for processing financial aid packages, identification of preparatory class needs, sponsorship acquisition, etc. The application process includes the following:
 - A) Complete OSU Institute of Technology Application for Admission.
 - B) Comply with OSU Institute of Technology Admission Policies.
 - C) Complete the student assessment process. (May include both the Compass and Career Profile testing).
 - D) Complete preparatory class needs prior to the start of the program.
 - F) Have established housing if the student is out-of-state.
2. Students who successfully complete the Admission process are eligible to interview with the Komatsu Distributor of their choice. Check with the Komatsu faculty for a list of Komatsu Distributors that have agreed to participate in the program. The interview should take place at the dealership and participant's goals should be discussed.
3. ALL STUDENTS MUST HAVE A DISTRIBUTOR SPONSOR BEFORE ENROLLMENT CAN BE COMPLETED.

TOBACCO USE IN UNIVERSITY BUILDINGS AND GROUNDS

It is the intent of Oklahoma State University to promote the health, well-being and safety of all students, faculty, staff and visitors. As such, effective July 1, 2010, Oklahoma State University Institute of Technology is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

Residential Life will designate a limited number of facilities that will be exempt from this policy. Residential Life officials charged with oversight of the exempt areas of campus where tobacco use is permitted must adopt and post internal policies.

Tobacco use is prohibited in vehicles on grounds owned or under the control of Oklahoma State University.

Students will have access to cessation assistance.

FINANCIAL ASSISTANCE

Students deciding to be part of the Komatsu ACT Program may have a need for financial assistance. Students involved in the program have the opportunity to earn while they learn during the distributor internship portion of the program. These earnings may be applied to program costs.

Additional financial aid, through loans or grants, for tuition, books, tools, on-campus room and board, etc., may be available through various financial assistance programs. Students needing financial assistance are encouraged to complete the applications for financial aid as early as possible. Following application submittal, allow an 8-10 week period for processing. Early application assures availability of funds, if qualified, and allows the Financial Aid Office to prepare a realistic financial aid package.

Financial Aid information may be obtained by calling the Student Financial Services Office at (800) 722-4471.

Note: Tools required for the Komatsu ACT program are considered an educational expense and should be included in education costs when applying for student financial aid.

ESTIMATED Cost per Semester

<https://osuit.edu/costs>

2018-2020 - Estimated Cost Per Semester

\$2,000.00 - \$3,900.00 Required Tools (dependent on manufacturer and tool box selected)

Fall 2018 - Semester 1

\$1,159.00	Two Bedroom/One Bathroom Suite
\$150.00	\$150.00 single unit, \$500.00 family unit (refundable)
\$779.00	20 Meal Plan
\$2,100.00	Tuition & fees \$175.00/ch (12 credit hours)
	<i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$4,588.00	Estimated total semester educational expenses

Spring 2019 - Semester 2

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,625.00	Tuition & fees \$175.00/ch (15 credit hours)
	<i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$4,963.00	Estimated total semester educational expenses

Summer 2019 - Semester 3

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,625.00	Tuition & fees \$175.00/ch (15 credit hours)
	<i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$4,963.00	Estimated total semester educational expenses

Fall 2019 - Semester 4

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,625.00	Tuition & fees \$175.00/ch (15 credit hours)
	<i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$4,963.00	Estimated total semester educational expenses

Spring 2020 - Semester 5

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,625.00	Tuition & fees \$175.00/ch (15 credit hours)
	<i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$4,963.00	Estimated total semester educational expenses

Summer 2020 - Semester 6

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,625.00	Tuition & fees \$175.00/ch (15 credit hours)
	<i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$4,963.00	Estimated total semester educational expenses

\$29,403.00 Estimated total educational expenses

Nonresident Academic Scholarship

Choosing OSU Institute of Technology for your education sets you on the right path toward a promising career. As the University of Jobs, OSUIT is committed to making the transition from classroom to career seamless while at the same time offering an affordable education that will pay you dividends upon graduation.

As Oklahoma's only university of applied technology, OSUIT prepares you for a high return on your investment:

- Nearly 100% career placement rate in technical degree programs
- Low tuition costs, a wide variety of additional scholarship opportunities and financial aid available
- Paid internships that help pay for school as you go and often lead to full-time employment

In an effort to keep out-of-state costs low, OSUIT's Nonresident Academic Scholarship helps offset your educational expenses, making it the most affordable option in the region.

OSUIT Scholarship Award by Credit Hour

Nonresident Incoming GPA	Total Tuition & Mandatory Fees	Scholarship per credit hour	Student portion per credit hour
3.50 to 4.00	\$362.00 -	\$155.00 =	\$207.00
3.00 to 3.49	\$362.00 -	\$145.00 =	\$217.00
2.50 to 2.99	\$362.00 -	\$135.00 =	\$227.00
2.00 to 2.49	\$362.00 -	\$125.00 =	\$234.00
Less than 2.0	\$362.00 -	\$0.00 =	\$362.00

Calculations based on FY15 Undergraduate Tuition & Mandatory Fees. Number of scholarships awarded determined by availability of funding. Effective January 2014.

Scholarship is available to full-time OSUIT students and is renewable for a maximum of 6 consecutive terms. Credit hour award will be recalculated according to student's OSUIT GPA during the fourth term, potentially increasing scholarship funding.

Example: Incoming student Pistol Pete's GPA was 2.4, resulting in a scholarship of \$125 per credit hour. At the end of the third term, Pete's GPA is 3.2, resulting in a scholarship increase to \$145 per credit hour.

Contact OSUIT Prospective Student Services at information@okstate.edu, or call 1-800-722-4471 for full scholarship details.

The table below shows the additional non-resident costs and the estimated total program costs, assuming the student maintains the same GPA as the student entered OSUIT with.

	Tuition & Fees	Non-resident cost – Okla. resident cost	Estimated Total Cost
Oklahoma Resident tuition and fees	\$15,225.00		\$29,403.00
Non Resident with incoming GPA 3.50 to 4.00	\$18,009.00	\$2,784.00	\$32,187.00
Non Resident with incoming GPA 3.00 to 3.49	\$18,879.00	\$3,654.00	\$33,057.00
Non Resident with incoming GPA 2.50 to 2.99	\$19,749.00	\$4,524.00	\$33,927.00
Non Resident with incoming GPA 2.00 to 2.49	\$20,619.00	\$5,394.00	\$34,797.00

Cost of tuition and fees, room and board may change after Oklahoma State Regents meet in July.

****If zero level courses are taken, a Remedial Supplemental Fee of \$18.50 per credit hour will be charged.**

Tool costs for Snap-On, Mac, and Matco sets are approximately ½ retail prices with school discount. The KOMATSU advisory committee and faculty establish the required tool set for students in the KOMATSU Program.

NOTE: Costs are estimated and subject to change.

KOMATSU DISTRIBUTOR INFORMATION

How will the program benefit your Business?

This program is an answer to the skilled technician shortage. It responds to the needs of Komatsu distributors for highly qualified, motivated and skilled technicians. Technicians who are...

1. Trained on all current Komatsu products.
2. Trained in the latest diagnostic and servicing procedures.
3. Trained to "do it right the first time!"
4. Trained with a positive attitude about their job.
5. Productive before they complete their training.
6. Educated in the important areas of communication, reading, mathematics, business management, business ethics, etc.
7. Trained in safe work habits and practices.
8. KVC certified Komatsu Technician.

This program is a planned distributor personnel development program. It combines the resources of Komatsu America Corp. with the expertise of the faculty at OSU Institute of Technology and Komatsu Distributors to build a true educational partnership! This program is designed to focus on the success of your potential employee, the Komatsu ACT student.

It is cost-effective! The best news is that there is no required up-front cost for the dealership. Your investment is minimal. Here's why:

1. You select and supervise the student as a productive employee of your business. The cooperative educational work experience occurs in your location, under your supervision and direction.
2. The student is responsible for the cost of tuition, fees, books and the required basic tool set.
3. You and the student agree on the wage rate during the internship experience. You are not required to pay them while they are attending classes at OSU Institute of Technology.
4. You may elect to provide incentives or financial help to your student, at your option.

How are Komatsu ACT students recruited?

OSU Institute of Technology will assist in recruiting students. It is the distributors responsibility, however, to select the "right" student. You should actively recruit a student from your area. Some good sources are:

- | | | |
|----------------------|--------------------------------|-----------------|
| 1. Current employees | 2. Employees friends, families | 3. Customers |
| 4. High Schools | 5. Vo-Tech Schools | 6. FFA Chapters |
| 7. Skills USA | 8. High School Coaches | |

Once you have identified a student you believe will be a good applicant, bring the student to visit the campus at OSU Institute of Technology to tour the facilities, interview with the faculty, complete assessment and career profiling. Upon completion and with further discussion, a final decision should be made regarding sponsorship. It is also a good idea to offer the student some type of summer employment. This will allow both of you to verify that you have made the right decision, before the program begins.



INSTITUTE OF TECHNOLOGY

School of Diesel and Heavy Equipment

1801 East 4th Street
Okmulgee, OK 74447-3901
(918) 293-4710
fax (918) 293-4658
www.osuit.edu

KOMATSU
Komatsu America International Company

ACT

ADVANCED CAREER TRAINING

Program
Diesel and Heavy Equipment

Degree Awarded
Associate in Applied Science

General Requirements
87 Credit hours
2.0 Minimum Overall Grade Point Average

Typical Schedule for Komatsu ACT

Plan of Study
DHEK- 186

Bolded General Education courses will be scheduled for half semester classes, others will be accepted as transfer credit.

1st Semester - 12 Credit Hours

DHEK	1104	Komatsu General Basics
DHEK	1124	Komatsu Parts and Service Publications
CS	1013	Computer Literacy & Applications
GTGE	1111	College Cornerstone

DHEK	1143	Internship
------	------	------------

2nd Semester - 15 Credit Hours

DHEK	1216	Komatsu Engines & Fuel Systems
ENGL	1033	Technical Writing I
MATH	2003	Business Mathematics

DHEK	1243	Internship
------	------	------------

3rd Semester - 15 Credit Hours

DHEK	1323	Komatsu Basic Hydraulics
DHEK	1333	Komatsu Basic Electrical Systems
PSYC	1113	Intro to Psychology
ENGL	2033	Technical Writing II

DHEK	1343	Internship
------	------	------------

4th Semester - 15 Credit Hours

DHEK	2416	Komatsu Wheel Loaders
PHIL	1213	Ethics
POLS	1113	U. S. Government

DHEK	2443	Internship
------	------	------------

5th Semester - 15 Credit Hours

DHEK	2516	Komatsu Hydraulic Excavator
SPCH	1113	Introduction to Speech
GTCT	1183	Welding

DHEK	2543	Internship
------	------	------------

6th Semester - 15 Credit Hours

DHEK	2626	Komatsu Capstone
DHEK	2653	Vehicle Air Conditioning Systems
HIST	1493	U.S. History Since 1865

Komatsu Required Tool List

1/4" drive 6 point standard and deep chrome socket set
6 point standard 3/16" - 9/16"
6 point deep 3/16" - 9/16"
3" extension, 1/4" ratchet, socket storage

1/4" drive 6 point standard metric chrome socket set
4mm - 13mm

3/8" drive 12 point standard chrome socket set 1/4" - 7/8"

3/8" drive 6 point chrome socket set
6 point deep 3/8" - 7/8"
6 point flex 3/8" - 3/4"
Spark plug 13/16", 5/8"
Universal joint, 3", 6" & 10" extension,
11-12" flex head 3/8 ratchet, socket storage

3/8" drive 6 point chrome metric socket set
10mm - 19mm

3/8" drive Torx Bit Driver Set (T-27 - T-55)

1/2" drive socket set
6 point standard chrome 3/8" - 1 1/4"
12 point standard chrome 3/8" - 1 1/4"
1/2" drive ratchet, socket storage
1/2" drive break over bar 21"-24"

1/2" drive Impact socket set
6 point deep impact 1/2" - 1 1/4"
2" & 6" impact extension
1/2" drive impact universal joint
1/2" drive 12 point chrome standard metric
socket set 10mm - 19mm

Flair nut wrench set 3/8" - 7/8"

Metric flair nut wrench set 9mm - 21mm

Groove joint pliers 10"- 12"

Slip joint pliers 7"- 9"

Needle nose pliers 7"- 9"

Heavy-duty diagonal cutting pliers 7"- 9"

Vice-grip curved jaw locking pliers 10"

Combination screwdriver set 4 slotted tips;
3 Phillips, size 1, 2, 3;
Stubby slotted; stubby Phillips

Ratcheting Screwdriver set (magnetic preferred) with
minimum of: Philips 1,2,3; Slotted 5/32", 7/32", 1/4";
Torx T10-25

Allen SAE short arm hex key set (.028" - 3/8")

Allen metric hex key set (1.5 mm - 10 mm)

12 point combination wrench set 1/4" - 1 1/4"

12 point metric combination wrench set 7mm - 19 mm

16oz. ball-pein hammer

2lb soft face dead blow hammer

3 lb cross-pein hammer

5/8x6-1/2x1/2 cold chisel

3/8x5 center punch

5/32x5x3/8 taper punch

3/16x5-1/2x5/16 pin punch

3/4" - 1" diameter Brass drift

18"-21" rolling head (lady foot) pry bar

18"-24" pry bar with plastic handle and angled blade

Safety Glasses (clear)

25' tape measure

Feeler gauge set 0.0015 to 0.035"

Valve-tappet feeler gauge set .008" - .026"

Telescoping magnetic retrieving tool

Flexible retrieving tool

Gasket scraper

2"- 3" telescoping mirror

Seal Pick Set

Flashlight: minimum 2D cell, prefer MSHA approved,
explosion proof

Rollaway tool cabinet: Minimum 5 drawer, 8000 - 12000
cubic inch storage capacity with ball bearing slides

Digital Volt-Ohm Meter and case with specifications as
3 1/2 Digit, 2000 Count, High resolution on volts
20mV current 20µA Ohm ranges
DC Volt: **0-20/200mV/2/20/200/1000V** ±0.5%
AC Volt: **0-20/200mV/2/20/200/750V** ±1.5%
DC Current: **0-20/200µA/2/20mA/2/20A** ±1.5%
AC Current: **0-20/200µA/2/20mA/2/20A** ±2%
Resistance: 0-20/200 ohm/2K/20K/200K/2000K
ohm/20M ohm/2000M ohm ±1%
Capacitance: 0-200P/200P/20nF/200nF/2µF/20µF/
±3%
20A fused protection
Frequency: **Auto ranging** up to 15MHz ±0.5%
Continuity: < 40 ohm±20 ohm
Diode Test function
100VDC/750VAC overload protection in DCV, ACV
above 2V

Outside Micrometer 0-1" (.0001" grad.) or 0-25mm
(.001mm grad.) Swiss Style (not digital) with ratchet stop
or friction thimble, lock lever and carbide tips

Dial Caliper 0-6" or 0-150mm

6" stainless steel rule - English 1/32 & metric 1mm

Heavy Duty Oil Filter Strap Wrench 1/2 inch drive up to 9"
diameter

Optional

Top tool chest
1/2" impact wrench
1/2" drive standard impact sockets
1/2" drive metric standard impact sockets
1/2" drive metric deep impact sockets
1/2" ratchet drive micrometer torque wrench 30-250 ft-lb
3/8" ratchet drive micrometer torque wrench 50-250 in-lb
12" pipe wrench
3/4" drive socket set

FINANCIAL AID WEB SITES

Scholarship Resources on the Web

www.fastweb.com

www.collegefunds.net

www.wiredscholar.com/

www.freschinfo.com

www.mach25.com

www.scholarships.com/

Mapping Your Future – www.mapping-your-future.org

College Board Scholarship Search – http://apps.collegeboard.com/cbsearch_ss/welcome.jsp

Oklahoma Student Loan Authority (OSLA) – www.oslat.org

GRANTS AND SCHOLARSHIPS:

FAFSA Express – www.FAFSA.ed.gov

Missouri Higher Education Loan Association (MOHELA) – www.mohela.com

Oklahoma Guaranteed Student Loan Program (OGSLP) – www.ogslp.org

Oklahoma State Regents for Higher Education – www.okhighered.org

Oklahoma Tuition Aid Grant (OTAG) – www.otag.org

GENERAL INFORMATION:

Coalition for Student Loan Reform – www.cslr.org

National Association of Student Financial Aid Administrators – www.nasfaa.org

National Council of Higher Education Loan Programs – www.nchelp.org

Oklahoma State Department of Vo-Tech – <http://www.okcareertech.org/>

Project EASI – www.easi.ed.gov

The Financial Aid Information Page – www.finaid.org

US Department of Education – www.ed.gov

Komatsu ACT Program

THIRD PARTY BILLING APPLICATION

Semester(s) included in this agreement: Fall 20____ Spring 20____ Summer 20____

Student Information

Fall 20____ Spring 20____ Summer 20____

Student's Name: _____

Student's Home Address: _____

Student's ID Number (CWID): _____ Daytime Phone: _____ Cell Phone: _____

List requirements to be met by student, if any (e.g., hours enrolled): _____

Eligible expenses (enter maximum amounts, if): Any School related expense _____

Tuition _____ Fees _____ Room/Board _____

Books/Supplies _____ Fixed Amount _____ Other _____

List restricted expenses: (e.g., fines, event tickets, non-educational expenses, etc.) or special instructions to OSUIT: _____

If the student has other sources of payment (e.g. scholarships, grants, etc.), may this payment be refunded to the student? Yes No

Payer Information:

Payer Name and Address: _____

Payer's Representative: _____ Daytime Phone: _____ Cell Phone: _____

Payer's email: _____

Agreement:

Payer agrees to pay as described above. Payment will be made directly to Oklahoma State University-Institute of Technology after the student has met the above requirements. Student is ultimately responsible for payment of account by the School's prescribed deadlines unless otherwise agreed upon in writing. Student gives permission to release information relevant to this agreement (e.g., bursar account details, grades, campus and class related performance etc.) to payer. A copy of this form will be provided to the Financial Aid Office. Acceptance of this assistance could affect the student's financial aid.

Student Signature

Date

Payer Representative

Date